

Kitsap County Division of Aging & Long Term Care Advisory Council

614 Division Street, MS-5, Port Orchard, WA 98366

Phone: (360) 337-5700 ♦ 1-800-562-6418 ♦ Fax: (360) 337-5746

Advisory Council Meeting

Date: September 17, 2024

Time: 11:30am- 1:30pm (11:15am for pre-meeting technical assistance)

Virtual Meeting Link: Please click the link below to join the webinar:

<https://us02web.zoom.us/j/3603375624?pwd=OTdqN01vVXNnK1creTVDeK1oRWZCUT09>

Meeting ID: 360 337 5624

Passcode: 98366

Phone Dial-in: 1 (253) 215-8782

Meeting ID: 360 337 5624

Password: 98366

A G E N D A

- 11:30am 1. Call To Order
2. Introduction of Council members and public members- expectations for public input
 3. Meeting Agenda- Approval
 4. June Meeting Notes (Attachment 1) - Approval
- 11:35am 5. Review of Council Bylaws, discuss revisions (Attachment 2)
- a. Kitsap County Advisory Council Handbook (Attachment 3)
- 12:45pm 6. Council Member Report of Activities- Outreach form (Attachment 4)
- a. 1/10th Citizens Advisory Council- Charmaine Scott
 - b. 2024 SCOA Meeting- **need to fill vacancy**
 - c. Kitsap Accessibilities and Public Works Transitions Plan- Ranae Beeker
 - d. Council Member Report of Community Outreach
- 1:15pm 7. Aging Services: Dashboard Report overview (Attachment 5)
- Recruitments
 - Program status- new programs, new subcontracted services
 - November Caregiver month planning
- 1:25pm 8. 2024 Advisory Council Calendar of Events (Attachment 6)
- No October Advisory Council meeting
 - October 16: w4a and SCOA Conference (virtual)
 - October 17: Senior Fall Conference (virtual)- confirm registration
 - November & December dates- confirm
- 1:30pm ADJOURN

Kitsap County Division of Aging & Long Term Care Advisory Council

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June 18, 2024 Aging Advisory Council Meeting Minutes

Zoom

1. Convened at 11:30 a.m.

Members Present: Steve McMurdo, Charmaine Scott, Ranae Beeker, Cynthia Blinkinsop, Ann Paoletti, Karol Stevens, Elizabeth Safsten, Susan Kerr, Sandra Miles.

Members Excused: Barbara Paul, Linette Zimmerman.

Members Unexcused: None.

Guests Present: Laney Calhoon

Staff Present: Stacey Smith, Cristiana Fillion.

Public Address: None.

2. Approval of Agenda: The meeting agenda was reviewed.

- Ranae made a motion to approve the agenda, Ann seconded, and the agenda was approved.

3. Approval of Minutes:

- Sandra made a motion to approve the May meeting minutes. The motion was seconded by Karol. The minutes were approved.

4. Review of Council Bylaws

- Steve began discussion on the bylaws continuing at Article III, Section 3: Selection and Appointments of Members. The section was updated to include people with disabilities. The Council updated the section to align with the current appointment process. This includes an introductory meeting with the potential Council Member to discuss expectations and Council activities, as well as encouraging the potential Member to attend a meeting prior to seeking appointment.
- The Council discussed Section 4: Term of Membership. The Council discussed and agreed that there will be no term limits. The Council subsequently agreed to remove the final paragraph of the section, "All Advisory Council members of good standing as of January 1, 2013, notwithstanding the date of the original appointment, shall be eligible for an additional three (3)-year term."

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- Section 5: Terminations. There was much discussion on the final sentence of the section, “Members may also be removed at any time for cause upon consultation and agreement with the Area Agency Advisory Council.” The Council agreed to continue discussions at the next meeting.
5. **Council member resignation, new member appointment, SCOA Representative**
- This Advisory Council meeting is Susan’s last; many thanks and well-wishes to Susan. Laney, who began attending meetings in January as a guest, will seek appointment next month.
6. **2024 Advisory Council Calendar of Events**
- The Council reviewed the 2024 Calendar of Events. The retreat is scheduled for July 16 starting at 10am. The Council plans to review the bylaws once more in August and finalize in September.

ADJOURNMENT

The meeting was adjourned at 12:32 p.m.

Steve McMurdo, Chair

KITSAP COUNTY AREA AGENCY ON AGING ADVISORY COUNCIL BYLAWS

Last amended and approved 11/18/15
Last BOCC approval 12/7/15

PREAMBLE

The Advisory Council for the Kitsap County Area Agency on Aging was established June 1, 1980 pursuant to the Basic Agreement between the State of Washington Department of Social and Health Services and the Board of Kitsap County Commissioners and pursuant to the provisions of the Older Americans Act.

ARTICLE I - NAME

The name of the organization shall be the KITSAP COUNTY AREA AGENCY ON AGING ADVISORY COUNCIL.

ARTICLE II - PURPOSE and DUTIES

The purpose and duty of the Advisory Council is to advise the Board of Kitsap County Commissioners and staff of the Area Agency on Aging to:

- A. Develop and administer the Area Plan;
- B. Conduct public meetings ~~hearings~~;
- C. Represent ~~and advocate for~~ the interests of older adults, adults with disabilities, and caregivers;
- D. Review and comment on community policies, programs, and actions which affect older adults, adults with disabilities, ~~and caregivers~~.

~~The Advisory Council shall also serve as an advocacy body to promote the interests of older adults, adults with disabilities, (and informal caregivers) residing in Kitsap County.~~

The Advisory Council shall not function in a policy-making or decision-making capacity.

ARTICLE III - MEMBERSHIP

Section 1. Eligible members

Membership on the Advisory Council shall be open to individuals residing within Kitsap County. As required under the Older Americans Act, a majority to the council shall be made up of individuals over age 60 who are participants or who are eligible to participate in the programs sponsored by the Area Agency on Aging.

Members shall be ineligible to serve if they move out of or no longer reside within

Kitsap County. When this occurs, the Chairperson with the assistance of the Lead Staff to the council shall so notify the member in writing citing this article and section of the Bylaws.

The balance of membership shall be comprised of individuals representing the interests of older adults, adults with disabilities, **caregivers**, representatives of local elected officials and members of the general public.

Membership is not open to individuals who are employed by agencies or organizations contracted with the Area Agency on Aging to provide services.

Section 2. Membership Size

There shall be three (3) appointments from each Commissioner's district and at least two (2) appointments at large.

~~The Advisory Council's goal is to fill at a minimum three (3) appointments from each Commissioner district and two (2) appointments at large.~~ The Kitsap County Representative to the Washington State Council on Aging shall be a member of the Advisory Council ~~servicing in an ex-officio capacity with no voting rights.~~

Section 3. Selection and Appointments of Members

The Area Agency on Aging shall solicit nominations for Advisory Council membership from throughout Kitsap County, following criteria set by the Older Americans Act. A special effort will be made to secure representation for low income, minority, **older adults elderly, people with disabilities and caregivers.** ~~The Lead Staff to the Advisory Council will invite potential council members to a meeting with chair, vice chair and staff to explain members expectations and activities. Potential council members will be encouraged to join a monthly council meeting, then forwarded to the~~ Board of Commissioners for selection and appointment.

Section 4. Term of Membership

Advisory Council members shall be appointed for a term of three (3) years. There are no term limits.

All Advisory Council appointments to the extent feasible will be made during the month of January, to coincide with the calendar year. All appointments made after January, for whatever reason, shall have a termination date of December 31, three years from the nearest January.

All Advisory Council members of good standing as of January 1, 2013, notwithstanding the date of the original appointment, shall be eligible for an additional three (3) year term.

Section 5. Terminations

Membership on the Advisory Council will be reviewed for termination if a member is absent for three (3) consecutive meetings of the Council without previously contacting Lead Staff to the Advisory Council (or designee) and being excused by the Chairperson.

In the event a member is unable to attend a regular meeting he/she will contact the Lead Staff to the Advisory Council (or designee) who so shall advise the Council Chairperson. Lack of notification will be instrumental in causing termination of membership.

In the event the member will be absent for an extended period of time, he/she may request a Leave of Absence, which is subject to approval by the Advisory Council, and will be considered an "inactive member" for that period.

~~Members may also be removed at any time for cause upon consultation and agreement with the Area Agency Advisory Council.~~

Section 6. Resignations

Resignation may be written or verbal. A written resignation is effective immediately when presented at a meeting of the Advisory Council or at the time specified by the Council Member. Verbal resignations are effective when accepted by the Advisory Council.

ARTICLE IV - ELECTIONS

Section 1. Officers

Officers of the Advisory Council shall consist of Chairperson and Vice-Chairperson.

Section 2. Election and Term of Office

The Kitsap County Advisory Council shall elect officers annually. The elections shall be conducted by December, the term of office coinciding with the calendar year. No officer shall be elected to the same office for more than two (2) consecutive one-year terms. (may be extended)

Section 3. Vacancies

In the event a vacancy should occur, the Advisory Council shall elect a new officer, by a

majority vote of those present, to serve the remainder of the term. All such elections shall occur at the next regular meeting following the vacancy and shall be announced in writing to the membership.

ARTICLE V - MEETINGS, COMMITTEES

Section 1. Meetings

The Advisory Council will meet on a monthly basis, time and place to be determined by agreement of the full council. Special meetings may be called at the discretion of the Chairperson in coordination with the Area Agency of Aging Administrator and Lead Staff to the Advisory Council. Every effort will be made to plan and distribute an annual calendar for special meetings such as legislative discussions and public hearings. (add: hybrid meeting language)

Section 2. Quorum

Fifty percent of the currently appointed active membership shall constitute a quorum for any meeting of the Advisory Council. The Council will allow voting by email for extenuating circumstances.

Section 3. Committees

The Advisory Council may establish such committees as may be necessary to conduct the Council's business.

The Chairperson shall appoint an Executive Committee of four (4) members of the Advisory Council, including the Chairperson, Past Chairperson, Vice Chairperson and one other Council member. The Executive Committee shall act in an advisory capacity to the Chairperson, Administrator and Lead Staff to the Advisory Council. The Executive Committee shall carry out the business of the Council between meetings, and all recommendations shall be considered as automatic motions to adopt/concur to be acted upon at the next Advisory Council meeting.

The Council members shall elect four (4) members to a Nominating Committee for the purpose of nominating Officers and new members and shall report to the Council their recommendations.

ARTICLE VI - CONFLICT OF INTEREST

No member of the Advisory Council may debate or vote on a Council recommendation the result of which would financially benefit the member or any agency or organization of which the member is a decision making officer.

It shall be the responsibility of each Advisory Council member to declare potential conflicts of interest. The Advisory Council Chairperson shall, in consultation with the Administrator and Lead Staff to the Council as needed, be responsible for mediating differences of opinion in this matter as they arise.

ARTICLE VII - AMENDMENTS

The Advisory Council Executive Committee, in consultation with the Administrator of the Area Agency on Aging and Lead Staff to the Advisory Council, may offer amendments to these Bylaws to the full council for a majority vote of those members present at any regular meeting. Prior written notice, together with proposed written amendments, shall have been made available to all members. Such amendments are subject to review and approval by the Board of Commissioners.

Bylaws are in effect when approved by the Board of County Commissioners.

Adopted this 7th day of December 2015

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

KATIE WALTERS, Chair

CHRISTINE ROLFES, Commissioner

CHARLOTTE GARRIDO, Commissioner

ATTEST:

Dana Daniels, Clerk of the Board



KITSAP COUNTY ADVISORY GROUP HANDBOOK

Kitsap County's Mission

Kitsap County government exists to protect and promote the safety, health and welfare of residents in an efficient, accessible and effective manner.

Kitsap County Vision

A unique and growing community, widely known for:

- **Safe and Healthy Communities**
People are protected and secure, care about their neighborhoods and are proud of where they live, work and play.
- **Protected Natural Resources and Systems**
Education, land use planning and coordinated efforts assure that the forests, clean air and water that Kitsap is known for are sustained for the benefit of current and future generations.
- **Thriving Local Economy**
A well-educated workforce and strategic investment in county infrastructure prompt businesses to expand or locate in Kitsap County, creating well-paying jobs and enhancing our quality of life.
- **Inclusive Government**
County government conducts all activities in a manner that encourages citizen involvement, enhances public trust and promotes understanding.
- **Effective and Efficient County Services**
County government continuously assesses its purpose, promotes and rewards innovation and improvement, fosters employee development and uses effective methods and technologies to produce significant positive results and lasting benefits for residents.

Updated February 2023

Welcome to Kitsap County

This information has been prepared for you, the advisory group member, to give you the foundation, philosophies and policies that make Kitsap County government a wonderful place to volunteer and work. Please remember these are general guidelines and not meant to take the place of bylaws and procedures developed by your group.

Volunteers are a vital part of government's existence and deeply appreciated. Kitsap County will do everything possible to make your volunteer experience a positive one. We invite your ideas and suggestions. Your input enables the county to maintain and improve programs and services. We wish you success in your volunteer experience and hope this information helps you as a volunteer for Kitsap County.

Advisory Groups

You join many people in Kitsap County who serve as volunteer members of advisory groups. Advisory bodies provide guidance to decision-makers, bring public participation into the process of government, and provide an important link between the community and Commissioners. The information each group conveys about specific community needs and opinions can have a profound effect on public policies. Advisory group members play a very special role in creating recommendations on governmental issues.

The Board of County Commissioners holds the political and legal responsibility for the conduct of county government and welfare of the county. As a result, Commissioners may not accept all recommendations made by advisory groups but this does not imply a lack of confidence or disinterest in the advice. The Board must weigh the guidance provided by advisory groups along with a broad scope of other considerations, as they reach the decisions for which they are responsible.

This handbook contains a list of the boards and commissions on which the public may serve for Kitsap County, a description of the functions of boards and outlines some of the responsibilities of members. The Board of Commissioners appoints community members to serve terms which vary in length, depending on the advisory group. People may serve on more than one advisory group.

Each board, council, committee or commission serves a different mission, with the advisory group members functioning as a team. Each group is established by the Board of County Commissioners and directed by governing statute. Members are expected to establish an effective working relationship with each other and the Board of County Commissioners by showing respect for other viewpoints. Supportive relationships based upon mutual respect are essential to the group's success.

Requests for information or support should be directed to the designated staff liaison for that board or council.

The information in this handbook is intended to acquaint new advisory group members with the functions and processes of County Advisory Groups. We hope you find it helpful.

Advisory group member adherence to County Policies

Non-Discrimination*

It is our goal to create, foster and maintain an atmosphere of non-discrimination in all personnel and volunteer-related matters. This commitment will be supported by the positive, practical efforts of all county employees and volunteers.

It is the intent of Kitsap County that all employees and volunteers work in an environment free from discrimination and harassment by another employee, supervisor, volunteer or non-employee for any reason. Discriminatory conduct in any form undermines morale and the integrity of employment or volunteer relationships, and interferes with the productivity of the group.

If, as a volunteer for Kitsap County, you feel you may be the subject of discrimination or harassment, you may contact your advisory board staff person, the County Volunteer Services Coordinator, or County Commissioners. Any reports of discrimination or harassment will be examined impartially and resolved promptly.

Sexual Harassment*

Kitsap County is committed to eradicating sexual discrimination in the workplace and specifically condemns sexual harassment of county employees and volunteers by other county employees or volunteers. Watching and listening for indications from your peers that attention is unwelcome is the first step in preventing problems. Actively speaking up and supporting those who are victimized shows that you take the problem of sexual harassment seriously. If you believe you have been subjected to sexual harassment, report it as quickly as possible. Do not suffer in silence. Report it to your Advisory Board Staff or the County Volunteer Services Coordinator.

Drug Free Workplace*

Kitsap County expects all employees and volunteers to report to their assignment free from drug or alcohol impairment and remain in a condition that enables them to perform their duties in a safe, efficient, legal and professional manner. Kitsap County encourages employees and volunteers who may have an alcohol or drug-use problem to voluntarily seek evaluation and treatment that will lead to successful rehabilitation. Volunteers must abide by the provisions of this policy as a condition of volunteer service.

**If you have questions, please ask your Board Staff or the County Volunteer Coordinator for a copy of these County policies.*

Being an Effective Advisory Group Member

Residents are appointed to Kitsap County advisory groups to represent the public interest. Appointments may reflect a geographic interest, area of expertise, special interest group or professional association. As you become acquainted with your fellow advisory group members, remember that every individual brings an important point of view. Listening to diverse points of view produces fair solutions to problems. If you are unsure of the group's mission or the item under discussion, you should ask questions and seek information until you reach a clear answer and good understanding of the expectations.

- Understand the county's long-term goals.
- Understand the group's organizational mission.
- Agree to BCC approved by-laws or rules the group follows to conduct meetings.
- Implement a plan for setting yearly goals.
- Determine how they will evaluate the group's work each year.
- Know who the assigned staff person/s are, what functions they perform and how much of their time is allocated to supporting the advisory group.

Board member expectations:

- Attend all regular meetings
- Actively participate in committees and subcommittees
- Prepare for meetings in advance, reviewing the agenda, meeting minutes and other documents that will be discussed
- Recognize advisory groups must operate in an open and public manner
- Willingness to work with others in the advisory group
- Share information with your community or the organizations you represent and bring diverse opinions, community concerns and questions forward to the advisory group, staff and Commissioners.
- Study programs and services, and analyze problems and needs, as requested.
- Offer proposals and recommend changes in programs and policies, as requested.
- Provide community members with information about County policies, programs and budgets that may be presented at advisory group meetings.
- Maintain the highest ethical standards
- Disclose any actual or potential conflict of interest
- Agree not to use group membership as a means to publicly disseminate personal opinions or philosophies

While advisory groups counsel department staff and the Commissioners with important recommendations about policy, they do not create or administer policy, programs, or services unless their governing statute grants this power to them.

When presenting recommendations to the Commissioners, it is essential that advisory groups:

- Provide all recommendations in written form
- Express ideas in clear and concise language
- Propose solutions that are viable and cost-effective
- Identify the reasons for suggested changes
- Reflect a consensus of a majority of the group members.

Laws Affecting Advisory Group Activities

As an advisory group member appointed by the Kitsap County Board of Commissioners, you should be aware of certain restrictions and requirements that may affect you during your tenure as an advisory group member. Advisory group members must be familiar with and operate within their group's governing statutes and bylaws, and county, state and federal laws at all times.*

These laws assure that government operates properly. Fortunately, it is not difficult to comply with these laws. The first step is to know what is required. You will receive more detailed information from the staff supporting your advisory group. If you have questions, feel free to contact the County Volunteer Services Coordinator or your advisory group staff person. They will assist you while you focus on the important service you are providing to the county.

Open Public Meetings Act

Washington's open meeting laws essentially require three things: notice must be provided for all meetings, meetings must be open to the public, and minutes must be created for each meeting. A "meeting" is defined to include not only formal gatherings of the advisory group but also any occasion, even subcommittee meetings, where a "quorum" (usually majority) of the advisory group members come together and discuss group issues. Electronic communications may constitute a meeting which is subject to the OPMA if a majority of members discuss information, give input or take action via e-mail.

Most claims that the open meeting laws have been violated will be made against the public body itself. However, claims may be brought against the individuals (in this case volunteer board members); public officials may be sued personally for public meeting violations. In most of these circumstances, the county will represent or act in defense of an advisory group member who has acted in good faith. However, if it appears that a member has intentionally acted outside the law, the county will not assist with defense.

All email and text message communication relating to your advisory group service is considered public record and you may be required to release those records as part of a Freedom of Information Act request.

Public Disclosure

The minutes of all regular meetings must be recorded and made available for public inspection. The law also requires that you maintain records of business conducted through electronic communications among members. The Public Records law applies to most county boards and advisory groups. Regardless of whether the Act applies; all advisory groups should be in compliance with the law. Advisory group members are encouraged to set up a separate e-mail address for advisory group business so that in the case of a public records request, those records are easy to submit. Check with your staff liaison if you have questions about this.

Ethics and Appearance of Fairness

Washington's ethics laws prohibit public officials from gaining financially as a result of their position. Also, public officials must declare any conflicts of interest at a public meeting. A conflict exists if a recommendation potentially could affect the finances of the group member or the finances of a family member. If a conflict exists, the member must declare this fact at a meeting where the issue is discussed and may need to refrain from discussing or voting on the recommendation. If you are unsure whether a conflict exists, you should discuss this with the staff person assisting your committee.

Influencing Ballot Measures

RCW 42.17.130 strictly forbids the use of public facilities for the purpose of assisting a campaign for election of any person to any office or for the promotion or opposition to any ballot proposition unless they are activities which are a part of the normal and regular conduct of the office or agency. Members of advisory groups must take care when supporting or opposing a candidate or ballot measure that they are doing so in their individual capacities only and to ensure that they are not using any public facilities or resources in such activities.

For example, an appointed Planning Commissioner could not support a candidate by signing their name and position on the Planning Commission but could sign with only their name. A member of an advisory group could not use the facilities or the forum of an advisory group meeting to publicly support a candidate or ballot measure but could advocate to members of the group in a private, individual capacity outside of a meeting.

Public Communications Guidelines

To fulfill its mission on behalf of residents, Kitsap County welcomes and encourages public participation and input at all levels. Kitsap County's community councils, boards, commissions and task forces provide a vital and useful avenue for people to communicate and share their comments, concerns, ideas and advice with their county government.

Kitsap County hosts a rich pool of able citizen volunteers. We appreciate and respect the willingness of residents to offer valuable experiences by volunteering time and energy to serve on the county's advisory bodies. We encourage citizen advisory groups to reach out and seek participation and input from members, clubs and organizations of their respective communities.

One of the most effective methods to inform the public of meetings, events and activities is through the media. Kitsap County government supports positive and cooperative relationships with the media and cherishes the right of both individual free speech and the press.

We ask that members of Kitsap County advisory groups follow these basic guidelines:

- For an effective meeting announcement to the media, please check publication deadlines and remember to provide complete information on the time, location, place, any special topics, etc.
- For clear and unambiguous communication to the media, it's both prudent and efficient to have one spokesperson for the advisory committee. This is usually the chair of the group but please check with your staff liaison before responded whenever you're contacted by the media.
- As people with constitutional rights of free speech, everyone has a right to an opinion on any issue. However, if the committee has not made a decision or taken a position on a specific issue, please make sure to indicate that the thoughts you share either orally or written are your own and do not necessarily reflect the views of the committee. You may not identify yourself as a member of the advisory group if you are speaking as an individual, for instance if writing a letter to the editor or writing an opinion piece.

Staff Support for Advisory Groups

County staff support Kitsap County advisory groups. The primary role of staff is to represent the interests and needs of the county and facilitate two-way communication between the group and the Board of Commissioners or other county departments. Staff coordinates the administrative activities for the group including maintaining minutes, posting agendas and minutes on the advisory group website, forwarding recommendations or implementing actions, coordinating a public meeting space and ensuring compliance with applicable laws, such as the Open Public Meetings Act. Staff responsibilities include meeting arrangements, processing complaints, communication with members, facilitating a yearly work plan and other administrative duties. Staff assigned to advisory groups are available to provide information for and assistance to the group.

Meetings

Advisory group members are responsible for the content and productivity of meetings and should come prepared to take ownership for their contributions. Meetings do matter. The following guidelines will assure that participants contribute productively.

- **ALL PARTICIPANTS ARRIVE PREPARED AND ONTIME**
- **MEMBERS SHOW MUTUAL RESPECT TO EACH OTHER**
- **AGENDA IS DISTRIBUTED IN ADVANCE OF THE MEETING**
- **PHYSICAL ENVIRONMENT IS COMFORTABLE**
- **START AND END ON THE TIMES AGREED ON BY THE GROUP**
- **ALL PARTICIPANTS CONTRIBUTE AND ACTIVELY ENGAGE**
- **OUTCOMES OF DISCUSSION, INCLUDING RESULTS OF VOTING AND OTHER ACTIONS, ARE CLEAR TO ALL**
- **WORK TO BE ACCOMPLISHED IS DEFINED AND ASSIGNED**
- **LAUGHTER AND FUN ARE ENCOURAGED**

Group Decision Making

Just as the functions of Kitsap County's advisory groups are different, so are the ways in which each group reaches agreement. After a discussion, some groups may vote; others may prioritize and select the recommendation that emerged as a priority; and still others may use consensus to reach a decision. It is important for volunteer advisory group members to be aware of and familiar with the decision-making process their group uses. Advisory groups are advised to use Robert's Rules to guide meeting formats.

Ground Rules

Every group should establish ground rules that are reflected in the group's bylaws. Because each group member is an individual, each has a different way of accomplishing tasks. At times these different ways can cause friction between members and slow down the process of the group as a whole.

Each member is expected to respect these rules, which usually prevents misunderstandings and disagreements. Some of the more important ground rules might include:

- **Attendance:** Groups should place a high priority on attendance at meetings. Establish a procedure for informing the chair and/or staff of a member's absence from a scheduled meeting. Absences not reported may be considered unexcused and result in the removal of a member.
- **Promptness:** Meetings should start and end on time.
- **Meeting place and time:** Specify a regular meeting time and place and establish a procedure for notifying members of meetings.
- **Participation:** Everyone's viewpoint is valuable. Every team member can make a unique contribution; therefore, emphasize the importance of both speaking freely and listening attentively.
- **Basic conversational courtesies:** Listen attentively and respectfully to others, do not interrupt, one conversation at a time, and so forth.
- **Breaks:** Decide whether there will be breaks, when and for how long.
- **Interruptions:** Decide when interruptions will be tolerated and when they will not.
- **Agendas, minutes, and records:** Decide how the group will handle these issues.
- **Other norms or ground rules** that can be decided ahead of time by the group such as cell phone use and addressing public comment during meetings.

Group Roles

By participating as a member of a group, each person makes a unique contribution with their presence alone, but some members may assume additional roles within the group. Each role that people may select within a group has guidelines that help ensure success. The following are general guidelines that may vary with the requirements or needs of each group.

Chair

- As group leader, the chair suggests group direction and options for setting goals.
- The chair provides a supportive environment for process, content, and group members.
- The chair coordinates reports of sub-committees back to the full advisory group.
- The chair works with vice-chair and staff to set the agenda and distribute it to members.
- The chair sets a positive tone and pace for the group, ensuring the meeting starts and ends on time.
- The chair encourages each member to participate fully and keeps the group energy positive and focused.
- The chair may share the role of meeting preparation with advisory group staff.
- The chair represents the group in the community and serves as spokesperson.
- The chair serves as facilitator of meetings, in coordination with staff, and while in that role, remains neutral on content and focuses on process.
- The chair may work with staff to mediate group disputes or issues with individual advisory group members, and suggest methods to solve problems..

Group Member

- Arranges adequate time to carry out responsibility as a group member.
- Comes to meetings prepared.
- Listens to other group members and follows the rules of the group.
- Participates in group discussion and decision-making.
- Keeps facilitator neutral and on track with the process.
- Serves on sub-committees.
- Shares information from their community/neighborhood/organization they might be affiliated with to the advisory group and from the advisory group to their community/neighborhood/organization.

Recorder/Secretary

- Follows the meeting minute guidelines to record regular meetings. Minutes must include time/date/location/attendance/agenda/actions taken and results of voting. They may also capture a brief summary of discussion, new business, public comment.
- Asks for clarification to ensure accuracy.
- Submits the meeting minutes to the chair at least one week prior to the next meeting so the chair can distribute the draft minutes with the agenda.

Bylaws

Every advisory group should have a set of bylaws to direct and clarify its actions, procedures, and organization. Bylaws are the guidelines by which a group functions. Bylaws and bylaws amendments must be approved by the Board of Kitsap County Commissioners.

Bylaws define the primary characteristics of an organization, prescribe how it should function, and include rules that are so important that they may not be changed without prior notice to members and formal vote and agreement by a majority of members. Advisory Group members are expected to become familiar with and adhere to bylaws and all relevant statutes. Contact the Volunteer Services Coordinator when considering bylaws amendments to review the approval process.

An organization's bylaws generally include the following:

- Name of group
- Mission statement
- Membership representation
- Officers
- Meetings and attendance
- Committees; Subcommittees
- Amendment procedures for making changes in the bylaws.

Appointment and Removal from Advisory Groups

To be considered for appointment, an applicant must reside in Kitsap County, except when the individual has unique expertise or other qualifications required by a particular group. When an Advisory Group member appointed as representative of a Commissioner District relocates their residence to another district; they may complete their appointment at the pleasure of the appointing commissioner

Advisory group members serve at the pleasure of County Commissioners. Unless otherwise restricted by law, the Board of County Commissioners may, by a majority vote, remove any member of a County Advisory Board, Commission, Council, or Committee without cause. Members removed by the Board shall be so notified. If the member represents another organization or government jurisdiction, that agency shall also be notified of the member's removal

Kitsap County Advisory Groups

For more information, visit the website at <https://kcowa.us/advisorygroups> or contact Kitsap County Volunteer Services at 360-337-4650, rpirtle@kitsap.gov.

ACCESSIBLE COMMUNITIES ADVISORY COMMITTEE

This committee is made of those who want to improve accessibility in the county. Its purpose is to support disability awareness and access for people with disabilities through technical assistance and other resources funded by the Accessible Communities Act.

AREA AGENCY ON AGING ADVISORY COUNCIL

This council advises the Area Agency on Aging in the development and implementation of the Area Plan for Aging Services; conducts public hearings; represents the interests of older persons; and reviews and comments on all community policies, programs and actions which affect older persons. Members are appointed to three-year terms and a majority must be at least 60 years old.

ARTS BOARD

The Arts Board was established in August 2001 to promote and encourage private and public programs to further the development and public awareness of and interest in the arts and cultural properties. The board advises the Commissioners on the integration of arts into the architecture of county structures.

BOARD OF EQUALIZATION

The Board considers appeals received on the value of properties in Kitsap County. Members review cases based on citizen assessment appeals and determine equalization of values of personal and real property taxes.

BOUNDARY REVIEW BOARD

The purpose of the Boundary Review Board is to allow cities and towns to adequately plan and finance urban services and boundary extensions, consistent with comprehensive land-use plans. The board reviews proposals for changes in boundaries of cities, ports and other authorities.

BREMERTON-KITAP ACCESS TELEVISION ADVISORY COMMITTEE

The committee acts as an advisory body to the Bremerton-Kitsap Access Television (BKAT) staff, City of Bremerton Council, and the Kitsap County Commissioners. It makes recommendations on policy relating to services and facilities, promotes community outreach and provides a forum for citizen concerns regarding use of facilities, programming and other related issues.

CENTRAL KITSAP COMMUNITY COUNCIL

Members appointed from the Central Kitsap area review and make recommendations to the Board of Commissioners on growth management issues and other items of community concern. The council conveys information on county projects and initiatives with the public.

COUNTY BUDGET COMMITTEE

This group is tasked with reviewing county programs and services and making recommendations on the county's revenues, expenditures and mandated costs for a sustainable budget to support those services.

COMMISSION ON CHILDREN AND YOUTH

Members represent health, social services, law and justice, the military, education, business, youth and the community at large. The commission provides advice on the needs of children, youth and families; facilitates coordination of information and services; and advocates for a community environment that fosters healthy families and children.

COUNCIL FOR HUMAN RIGHTS

The council advises County Commissioners on issues related to prejudice and discrimination, racially motivated violence and malicious harassment. The council promotes equitable treatment of all people and works to reduce prejudice and its effects through education, resource referrals, and advocacy.

DEVELOPMENTAL DISABILITIES ADVISORY BOARD

The board consists of parents and representatives of business, schools, medical services and other concerned residents. Members review service plans, funding applications and budgets and make recommendations regarding developmental disabilities services funded through the county. They also provide community education on developmental disabilities.

GRANT REVIEW COMMITTEES FOR BLOCK GRANTS

Community members serve on two committees that review capital and services grant request applications funded through federal Community Development Block Grants and the Home Investment Partnership. Local grant funds may also be awarded.

KINGSTON COMMUNITY ADVISORY COUNCIL

This council was formed to foster communication within the Kingston community and to help develop and promote a sense of community vision and pride. Members bring issues and county projects to the attention of the Kingston community and provide a means for receiving and conveying the community response to the county.

KITSAP REGIONAL LIBRARY BOARD OF TRUSTEES

The board is responsible for adoption of rules and regulations in the governance of the Kitsap County library system. They establish and administer the annual budget, review and set annual property tax levy and evaluate organizational needs for the orderly and efficient management and control of area libraries. Five trustees are appointed to serve five-year terms.

LODGING TAX ADVISORY COMMITTEE

The Lodging Tax Advisory Committee is composed of representatives from lodging tax contributors and organizations that could qualify to receive funding. The committee advises and makes recommendations to the Board of County Commissioners on how best to distribute and expend lodging tax revenue.

LONG-TERM CARE OMBUDSMAN ADVISORY COUNCIL

The purpose of the Ombudsman Advisory Council is to advise the Regional Long-Term Care Ombudsman on recruitment, selection, training, support and evaluation of volunteer ombudsman. The council also disseminates public information regarding volunteer opportunities, training and program services and assists in local program operation, goals and priorities.

MANCHESTER COMMUNITY ADVISORY COUNCIL

The Manchester Citizen Advisory Committee represents residents of Manchester in furthering the goals and policies of the Manchester Community Plan and shares information on county projects and initiatives. It also serves as a conduit between the county and community.

MENTAL HEALTH, CHEMICAL DEPENDENCY & THERAPEUTIC COURT COMMUNITY ADVISORY COMMITTEE

The Mental Health, Chemical Dependency and Therapeutic Court Community Advisory Committee reviews applications, makes recommendations for and evaluates funding from the 1/10th% sales and use tax enacted to fund mental health and chemical dependency treatment programs and services in Kitsap County.

NON-MOTORIZED FACILITIES COMMUNITY ADVISORY COMMITTEE

The Non-Motorized Facilities Community Advisory Committee was established to advise the Board of County Commissioners and staff on non-motorized transportation projects and funding, and contributes to the county's planning processes.

NOXIOUS WEED CONTROL BOARD

The board reviews policy and guidelines to assure compliance with state, federal and other weed control regulations. The board also monitors and implements rules and regulations for an effective weed control program.

OLYMPIC WORKFORCE DEVELOPMENT COUNCIL

The council works with the county commissioners of the Olympic Consortium to provide strategic planning and policy guidance for workforce development activities in the Kitsap/Clallam/Jefferson county service area. Members represent business, organized labor, education, economic development, public welfare and employment agencies.

PARKS AND RECREATION ADVISORY BOARD

The Parks and Recreation Advisory Board provides input to the Parks Director and County Commissioners on the acquisition, development and administration of park properties. The group may also be asked to address specific issues related to property acquisition, planning, improvements and facilities.

PLANNING COMMISSION

The commission assists the Department of Community Development in carrying out its duties, including assistance in the preparation and implementation of the Comprehensive Land-Use Plan. The Commission conducts public hearings and makes recommendations to the Kitsap County Board of Commissioners. Three members from each Commissioner District are appointed to four-year terms.

PUBLIC FACILITIES DISTRICT BOARD OF DIRECTORS

The Public Facilities Board of Directors is authorized to acquire, construct, own, remodel, maintain, repair, and operate sports facilities, entertainment facilities, convention facilities, regional centers and contiguous parking facilities.

SHERIFF CIVIL SERVICE COMMISSION

This three-member commission establishes a merit system of employment and makes rules and regulations detailing the manner that examinations, appointments, promotions, reallocations, reinstatements, demotions, suspensions and discharges are made related to employees of the Kitsap County Sheriff's office. The commission also hears and determines appeals.

SOLID WASTE ADVISORY COMMITTEE

This committee assists in the development of programs and policies concerning solid waste handling and disposal. Members also review and comment on proposed rules, policies or ordinances concerning solid waste issues prior to adoption. Members are appointed by the incorporated cities, the Tribes, and County Commissioners.

SUQUAMISH COMMUNITY ADVISORY COUNCIL

This council was established to facilitate communication between the county and community; share desires and concerns of the community with County, Suquamish Tribe and other government entities; and to bring to the Suquamish community issues and projects of the County and Suquamish Tribe.

VETERANS ADVISORY BOARD

The Veterans Advisory Board advises County Commissioners on the needs of local indigent veterans, reviews and assists in the distribution of emergency grants to veterans and shares information about resources available to benefit indigent veterans and their families. The board also organizes events including the Run to Tahoma and Stand Downs for military families.

WASHINGTON STATE FERRIES ADVISORY COMMITTEES

Bainbridge, Bremerton, Kingston and Southworth Ferry Advisory Committees collect input from ferry riders from their terminal and keep riders informed on issues affecting terminal service. FAC's convey user suggestions, complaints and needs and promote improvements to Washington State Ferries management and the Kitsap Regional Coordinating Council.

Advisory Council Community Outreach Tracking Form

1. Type of Outreach:

- Community Outreach Event
 Group Education
 Media/Internet
 One on One
 Material Dissemination
 Advocacy Action Alert

2. Outreach Details:

Date of Activity:	Event Location:	
Time Spent on Event (Minutes)	Preparation Time: (Minutes)	Travel Time: (Minutes)
Name of Advisory Council Member(s):		
Number of People Reached:	Name of Event <i>(if applicable)</i> :	

3. Advocacy Action Alert Details:

Name of Elected Official(s):	Method of Contact: <input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> Mail <input type="checkbox"/> Other _____
Notes:	

4. Topic(s) Discussed:

- | | | | |
|---|---|---|--|
| <input type="checkbox"/> Alzheimer's & Dementia | <input type="checkbox"/> Family Caregiver Support | <input type="checkbox"/> MAC/TSOA | <input type="checkbox"/> SHIBA/Medicare |
| <input type="checkbox"/> Americans w/Disabilities Act | <input type="checkbox"/> Kinship Caregiver | <input type="checkbox"/> Medicaid | <input type="checkbox"/> Systems Advocacy |
| <input type="checkbox"/> Disaster Preparedness | <input type="checkbox"/> Legal Services | <input type="checkbox"/> Nutrition | <input type="checkbox"/> Volunteer Recruitment |
| <input type="checkbox"/> Elder Abuse | <input type="checkbox"/> Legislative Town Hall | <input type="checkbox"/> Senior Drug Info | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> End of Life Planning | <input type="checkbox"/> Long Term Care Planning | <input type="checkbox"/> Senior I&A | |

5. Estimated Age Range of Attendees:

- | | | |
|--------------------------------|--------------------------------|--------------------------------|
| <input type="checkbox"/> 18-24 | <input type="checkbox"/> 35-44 | <input type="checkbox"/> 55-64 |
| <input type="checkbox"/> 25-34 | <input type="checkbox"/> 45-54 | <input type="checkbox"/> 65+ |

6. Groups- Targeted or in Attendance:

- | | | | |
|---|--|--|---|
| <input type="checkbox"/> Dual-Eligible (Medicaid & Medicare) | <input type="checkbox"/> Unpaid Caregivers | <input type="checkbox"/> Mental Health Professionals | <input type="checkbox"/> Medicare Beneficiaries |
| <input type="checkbox"/> Speakers of Languages other than English | <input type="checkbox"/> Kinship Caregivers | <input type="checkbox"/> Low Income | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Individuals w/ Disabilities | <input type="checkbox"/> Social Workers | <input type="checkbox"/> Pre-retirees | |
| <input type="checkbox"/> Person w/ dementia | <input type="checkbox"/> Health Care Workers | <input type="checkbox"/> Retirees | |

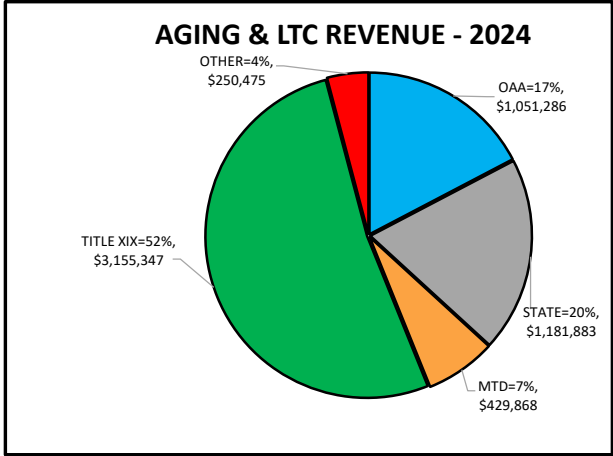
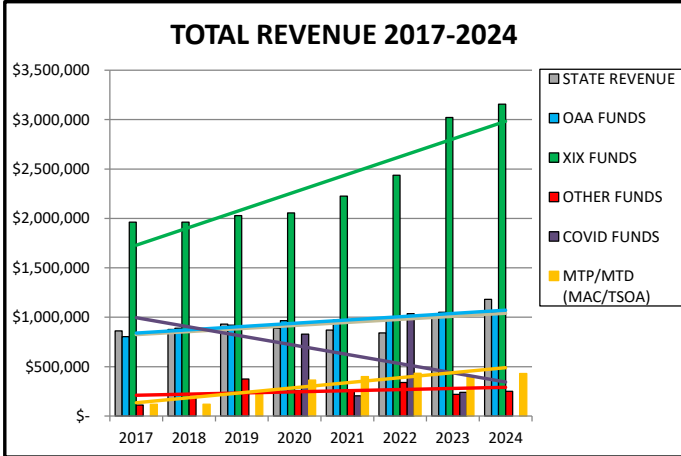
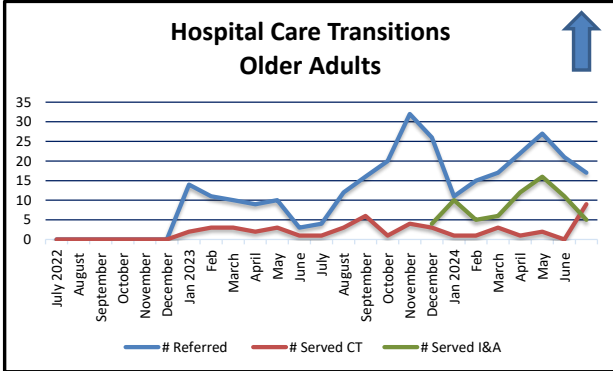
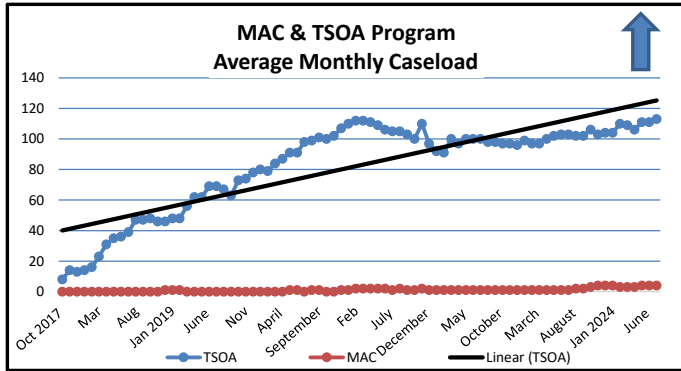
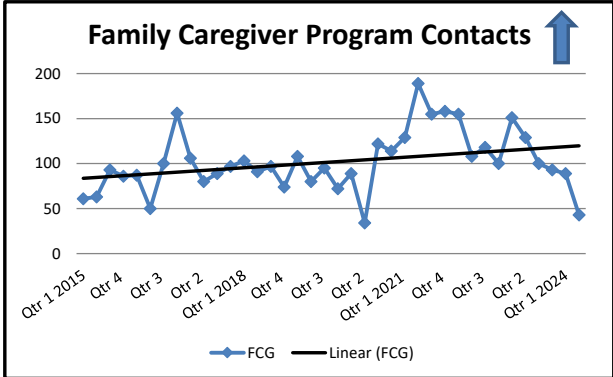
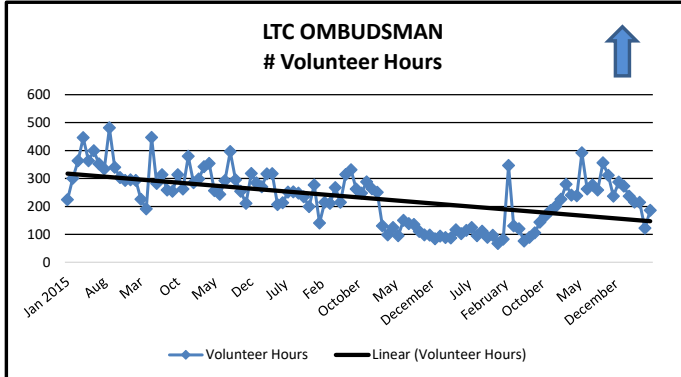
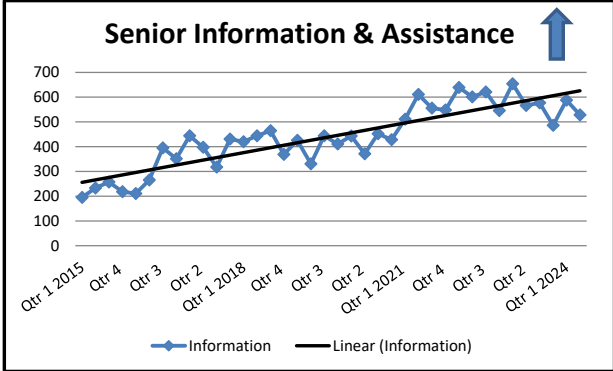
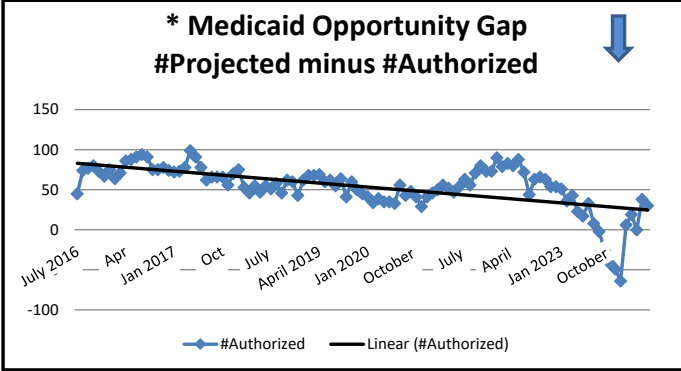
7. Race/Ethnicity- Targeted or in Attendance:

- | | | | |
|--|--|--|---|
| <input type="checkbox"/> American Indian | <input type="checkbox"/> Samoan | <input type="checkbox"/> Asian Indian | <input type="checkbox"/> Other Pacific Islander |
| <input type="checkbox"/> Alaska Native | <input type="checkbox"/> Filipino | <input type="checkbox"/> Black, African Am | <input type="checkbox"/> Other Race-Ethnicity |
| <input type="checkbox"/> Chinese | <input type="checkbox"/> Japanese | <input type="checkbox"/> Korean | |
| <input type="checkbox"/> Hispanic, Latino, Spanish | <input type="checkbox"/> Other Asian | <input type="checkbox"/> Guamanian or Chamorro | |
| <input type="checkbox"/> Native Hawaiian | <input type="checkbox"/> White, Non-Hispanic | <input type="checkbox"/> Vietnamese | |

8. Materials Handed Out- Type & Quantity:

- | | | |
|---------------------------------------|-------------------------|--------------------------------|
| ___ ALTC Rack Cards | ___ Senior I&A Brochure | ___ Other |
| ___ Family Caregiver Support Brochure | ___ MAC/TSOA | ___ Advisory Council Bus. Card |

Aging & Long Term Care Advisory Council Dashboard- September 2024



* 1,146 caseload max

Community Outreach Activities:

September 14: Kitsap Suicide Awareness Walk & Resource Fair, Evergreen Park Noon-3:00pm

September 28: Veterans Stand Down (Sheridan Park, Bremerton) 10:00am- 2:00pm

September 28: Silverdale Library Senior Fair 10:00am- Noon

September 30: Discover Kingston (Village Greens, Kingston) 4:00-7:00pm

October 12: ALTC Overview Presentation Massage Network Solutions Group 1:30-2:30pm

Novembe 15: Veterans Whole Health (Ridgetop Silverdale) 9:00am-3:00pm

2024 Advisory Council Meetings & Activities

January 8	WA Legislature Begins
January 16	* w4a Legislative Training Webinar Noon- 1:00pm
January 17	* Advisory Council Legislative Planning meeting 12:30-1:30pm
January 23-26	* w4a Advocacy Days (appointments with elected officials)
February 20	* Advisory Council from 11:30am- 1:30pm
March 19	* Advisory Council from 11:30am- 1:30pm DCD Comprehensive Plan Presentation (Aging focus)
April 16	(No meeting)
May 14	* Advisory Council from 11:30am- 1:30pm Review of Council Bylaws
May Workshops	<u>May Older Adults Virtual Workshops</u>
June 18	* Council from 11:30am- 1:30pm
July 16	Picnic CANCELLED
August 20	Picnic 10:00am- 1:00pm
September 17	Advisory Council from 11:30am- 1:30pm
October 15	* Advisory Council from 11:30am- 1:30pm CANCELLED
October 16	* 2024 AAA & State Council on Aging (SCOA) Conference virtual conference
October 17(hold)	* 2024 Fall Senior Lobby Conference virtual conference
November TBD	* Kitsap Caregiver Fall Caregiver Workshop/Conference
November 19	* Advisory Council from 11:30am-1:30pm
December 17	* Advisory Council from 11:30am- 1:30pm

*indicates zoom meeting; hybrid in-person available (as requested)

In-person meeting location: (South Kitsap) Givens Community Center, Cascade Room