

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: November 19, 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. September Meeting Notes (Attachment 1) - Approval
- 11:35am 5. Review of Council Bylaws, Final draft (Attachment 2)
- 12:10pm 6. October conferences- discussion
- a. w4a and SCOA conference- October 16th
- b. Fall Senior Lobby conference- October 17th
- 12:20pm 7. Council Member Report of Activities- Outreach form (Attachment 3)
- a. 1/10th Citizens Advisory Council- Charmaine Scott
- b. Kitsap Accessibilities and Public Works Transitions Plan- Ranae Beeker
- c. Council Member Report of Community Outreach
- d. 2024 SCOA Meeting- **need to fill vacancy**
- 1:00pm 8. Aging Services: Dashboard Report overview (Attachment 4)
- Recruitments
- 1:05pm 9. 2024 Advisory Council Business
- a. Re-appointments and resignations; orientation for new members
- b. 2025 Calendar of Events, discuss CAC meeting day (Attachment 5)
- c. Holiday Picture
- d. If time allows, 2025 Workplan, begin review (Attachment 6)
- 1:30pm ADJOURN

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September 17, 2024 Aging Advisory Council Meeting Minutes

Zoom

1. Convened at 11:31 a.m.

Members Present: Steve McMurdo, Barbara Paul, Charmaine Scott, Laney Calhoon, Ann Paoletti, Sandra Miles, Linette Zimmerman, Ranae Beeker.

Members Excused: Karol Stevens, Cynthia Blinkinsop, Elizabeth Safsten.

Members Unexcused: None.

Guests Present: Alejandra Luaces and Victor Tseng (from Musketeer Health)

Staff Present: Stacey Smith, Cristiana Fillion.

2. Public Address: The Council made introductions.

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

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

4. Approval of Minutes:

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

5. Review of Council Bylaws

- The Council reviewed the bylaws, continuing on Article III. The Council discussed revisions to Article III Section 6 – Resignations; Article IV Section 2 – Election and Term of Office and Section 3 – Vacancies; Article V Section 1 – Meetings, Section 2 – Quorum, and Section 3 – Committees; Article VI – Conflict or Interest; and Article VII – Amendments.
- The Council will do a final review in November and seek approval in December.

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6. Council Member Report of Activities

a. 1/10th Citizens Advisory Council- Charmaine Scott

- Charmaine explained that the 1/10th Citizens Advisory Council has been very busy with grant applications. Their Council reviewed and rated the applications in August, then requested additional information from the applicants. They are now beginning to receive and review the responses. They will be making final decisions and voting in October.

b. 2024 SCOA Meeting

- Stacey explained that she is seeking a volunteer to join the State Council on Aging. The Council meets in-person every month and routinely takes a break in the Summer.

c. Kitsap Accessibilities and Public Works Transitions Plan- Ranae Beeker

- Ranae has been lobbying with the Multiple Sclerosis Association and Christopher Reeves Foundation. She met with Congressional Representative Derek Kilmer and Senators Patty Murray and Maria Cantwell. The Accessible Communities Advisory Committee had their Bikes for All event. Their Council hopes to increase their number of walks, so they are going to bring different organizations together, such as the Kitsap Regional Library (KRL) and Kitsap Public Health. There will be a preliminary meeting tomorrow; the goal is to have four walks next year.

d. Council Member Report of Community Outreach

- Steve announced that KRL has officially added an Older Adults tab to their homepage. There are links to Kitsap ALTC and a calendar of events.
- Laney shared the KRL page information with her Silverdale senior group.
- Sandra attended a fundraiser for volunteer caregivers in June.
- Barbara has distributed brochures to friends and church officials, she also emailed an advocacy alert to Congressional Senator Murray.
- Ann had a meeting with Superintendent of the South Kitsap School District to discuss the DSHS pilot project to get high schools to offer workforce development

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for home care aids. Ann explained that the Superintendent seemed interested, but this project would likely not be launched this year.

- Linette has been working with Soroptimist groups to discuss programs for both women, girls, and seniors. She also sent an advocacy alert email to Congressional Senator Murray.

7. Aging Services

- The council reviewed the September dashboard report.
- Stacey informed the Council that there are current recruitments for a front desk receptionist, fiscal technician, fiscal analyst, and two new positions to support the WA Cares program.
- November is Family Caregiver Month. There will be four in-person workshops at local libraries. The flyer will be distributed in October. Stacey asked that Council members help spread the word.

8. 2024 Advisory Council Calendar of Events

- The Council reviewed the 2024 Calendar of Events. Stacey reminded the Council that there will be no October meeting because the SCOA Conference and Fall Senior Lobby will be held later that week. Stacey will register all members for the SCOA Conference. There will be a recording following the conference for those who cannot attend. Stacey asked that Council members let her know if they would like to attend the Fall Senior Lobby once the agenda is released.
- During November's meeting, the Council will review the bylaws for a final time, take a picture for the holiday card, and form a nominating committee for the 2025 Chair and Vice-Chair positions. During the December Council meeting, Stacey will share a list of legislators for the Council to potentially meet with in January.
- Stacey informed the Council that there are several members who are up for reappointment. Cynthia and Barbara shared they will not be seeking reappointment; Karol is undecided. Steve and Charmaine will be seeking reappointment.

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ADJOURNMENT

The meeting was adjourned at 1:04 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

Draft Revisions 11/2024

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;
- C. Represent and advocate for the interests of older adults, people with disabilities, and caregivers;
- D. Review and comment on community policies, programs, and actions which affect older adults, people with disabilities, and caregivers.

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, people 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 Kitsap County Representative to the Washington State Council on Aging shall be a member of the Advisory Council.

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, 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.

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 Executive Committee of the Advisory Council, and will be considered an "inactive member" for that period.

Section 6. Resignations

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

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. Terms may be extended beyond a one-year limit by vote of the Council.

Section 3. Vacancies of officer positions

In the event a vacancy of an officer position 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.

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/or Lead Staff to the Advisory Council. Every effort will be made to plan and distribute an annual calendar at the beginning of the calendar year.

Section 2. Quorum

Fifty percent plus one 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 three (3) members of the Advisory Council, including the 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 at least three (3) 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 & CODE OF ETHICS

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/or Lead Staff to the Council as needed, be responsible for mediating differences of opinion in this matter as they arise.

Code of Ethics

Advisory Council members are provided the Kitsap County Advisory Council Handbook at time of appointment. All Council members are expected to follow the expectations outlined in the handbook for a volunteer citizens advisory council member.

ARTICLE VII - AMENDMENTS

The Advisory Council, in consultation with the Administrator of the Area Agency on Aging and/or 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. Bylaws will be reviewed at least every three years. 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 ___ day of December 2024

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

KATIE WALTERS, Chair

CHRISTINE ROLFES, Commissioner

CHARLOTTE GARRIDO, Commissioner

ATTEST:

Dana Daniels, Clerk of the Board

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 | |

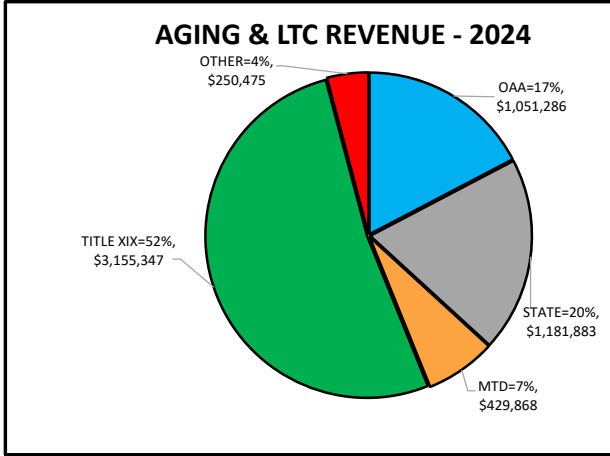
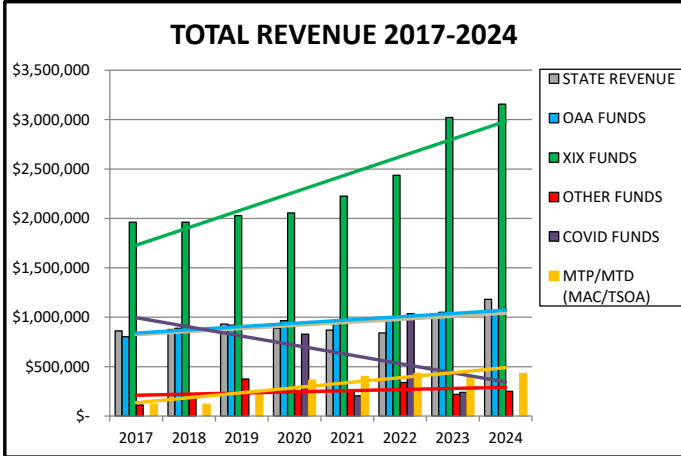
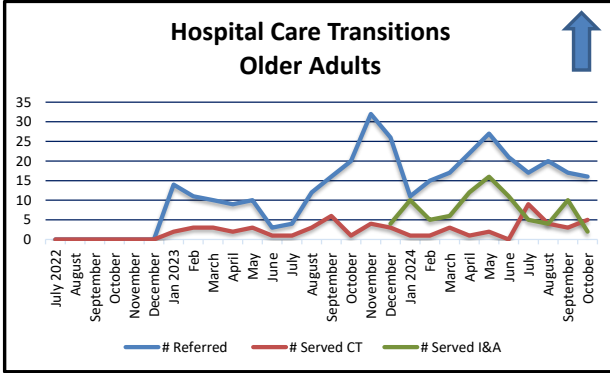
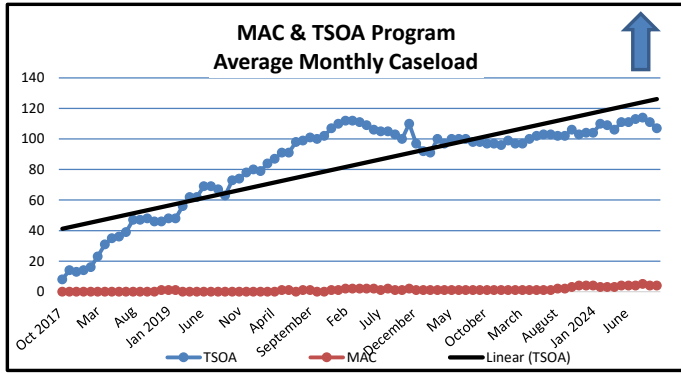
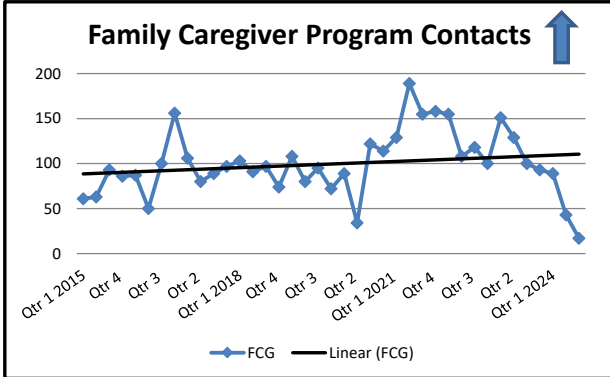
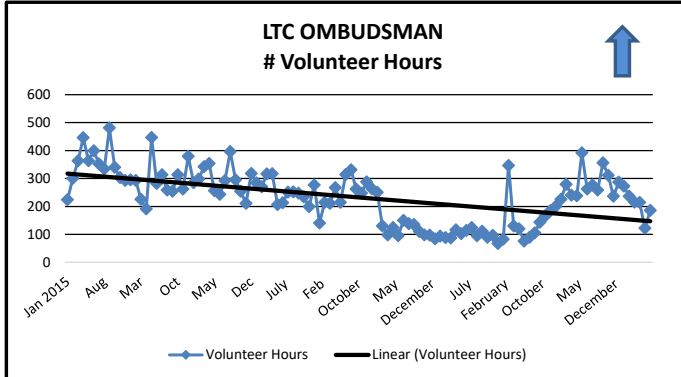
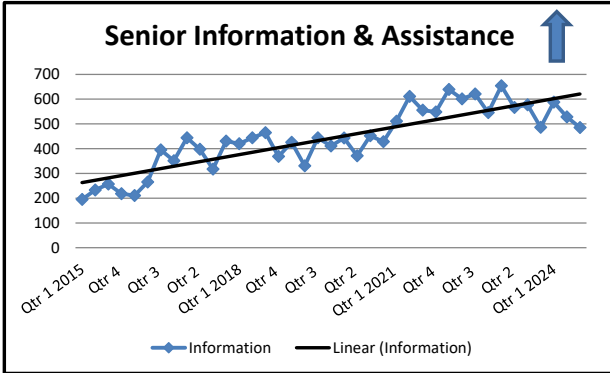
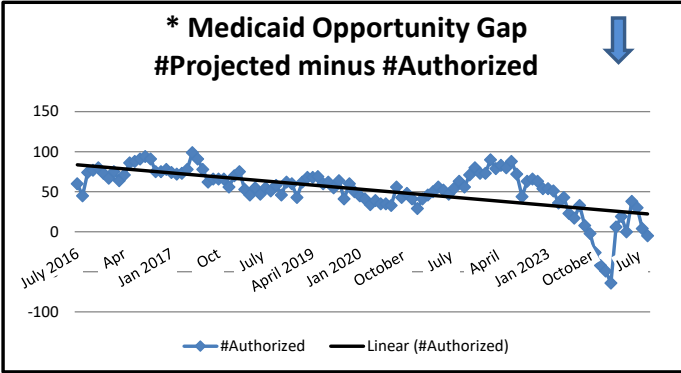
7. Race/Ethnicity- Targeted or in Attendance:

- | | | | |
|--|--|--|---|
| <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- November 2024



* 1,146 caseload max

2025 Advisory Council Meetings & Activities

January 13	WA Legislature Begins (ends April 27, 2025)
January TBD	* w4a Legislative Training Webinar (insert time)
January TBD	* Advisory Council Legislative Planning meeting (insert time)
January TBD	* w4a Advocacy Days (appointments with elected officials)
February 19 (Wed)	* Advisory Council from 11:30am- 1:30pm
March 19 (Wed)	* Advisory Council from 11:30am- 1:30pm
April 16 (Wed)	* Advisory Council from 11:30am- 1:30pm
May 21 (Wed)	* Advisory Council from 11:30am- 1:30pm
May Workshops TBD	<u>May Older Adults Virtual Workshops</u>
June 18 (Wed)	* Advisory Council from 11:30am- 1:30pm
July 16 (Wed)	Optional Picnic
August 20 (Wed)	* Advisory Council from 11:30am- 1:30pm
September 17 (Wed)	* Advisory Council from 11:30am- 1:30pm
October 15 (Wed)	* Advisory Council from 11:30am- 1:30pm CANCELLED
October TBD	2024 AAA & State Council on Aging (SCOA) Conference
October 17 TBD	2024 Fall Senior Lobby Conference
November TBD	Kitsap Caregiver Fall Caregiver Workshop/Conference
November 19 (Wed)	* Advisory Council from 11:30am-1:30pm
December 17 (Wed)	* 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



KITSAP COUNTY DIVISION OF AGING & LONG TERM CARE (AREA AGENCY ON AGING) ADVISORY COUNCIL 2025 WORK PLAN

Meeting Days, Time and Location: Third Tuesday of Each Month
11:30 am – 1:30 pm
Zoom virtual meetings

Advisory Council Staff: Stacey Smith, Administrator and Cristiana Fillion, Administrative Assistant
Advisory Council Chair: Steve McMurdo

Advisory Council Purpose/Mission Statement: The purpose of the Advisory Council to the Kitsap County Division of Aging and Long Term Care (ALTC) is to make recommendations to the staff of the Division of ALTC and the Board of County Commissioners regarding the development and support of the ALTC's Mission and Objectives.

More specifically, the purpose and duty of the Advisory Council to the ALTC is to make recommendations regarding the development and administration of the Area Plan; to conduct public meetings; to represent and advocate for the interests of older and disabled citizens of Kitsap County; and to review and comment on community policies, programs, and actions which affect older and disabled persons when requested.

The Division of ALTC Mission is to work independently and through community partnerships to promote the well-being and independence of older adults, people with disabilities, and caregivers.

The primary objectives of the Advisory Council are to advocate for:

- Assisting citizens in securing and maintaining maximum independence and dignity in their living environment of choice with appropriate support services, preventing unnecessary or premature facility-based care;
- Removal of individual and social barriers to economic and personal independence;
- Helping older and disabled adults become involved with other people, reducing isolation and loneliness;
- Helping older persons enjoy better health through improved nutrition, health promotion and disease prevention education and activities;
- Connecting caregivers to individualized support and guidance to help empower them in their caregiving role;
- Partnering with other county departments, community agencies and non-profit organizations to further develop positive, healthy aging opportunities in Kitsap County;
- Providing excellent customer service to the community by acknowledging, listening and valuing each member.

2024 Goal	Status	Priority Level	Comments/Coordination
TIER 1: HIGH PRIORITY			
1. Continue to increase community visibility to advocate about programs and services available through the Kitsap Aging & Long Term Care Agency.	Ongoing	High	Each Council member will identify one community-based organization to link/attend. Measure: a. Each member will identify 1-2 group/ gaps to concentrate connections, annually b. Promote legislative issues that impact older adults and individuals with disabilities
2. Continue to strengthen the Advisory Council's relationship with state, national and <i>with emphasis to the local elected officials</i> as mandated by the Older Americans Act and Council bylaws.	Ongoing	High	Council routinely participates in advocacy efforts with federal, state and local elected officials and in-session legislative discussions. Measure: Advocacy activities are reported during monthly Council meetings, reflected in meeting minutes, and recorded on outreach form.
3. Fill Council vacancies			
4. Decrease social isolation for older adults.	Ongoing	High	Measure: Identify strategies for safe social connections for older adults and their caregivers
TIER 2: MODERATE PRIORITY			
5. Review Council bylaws			Measure: Complete review by 8/30/2024
TIER 3: LOW PRIORITY			
GOALS ON HOLD			
GOALS COMPLETED OR DELETED			
2024 Decrease social isolation for older adults.	Completed		Measure completed. 2024 subcommittee launched distribution of Aging material to local PCP offices.