

# 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:** February 20, 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

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### 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. December meeting notes (Attachment 1) - Approval
- 11:30am 5. January Advocacy Efforts
- Debrief Legislative meetings
  - Status on requests
  - Future advocacy – local elections, state legislator, federal efforts
  - Kitsap DCD Comprehensive Plan – Aging focus
  - Kitsap Regional Library – Accessibility goal
- 12:25pm 6. Social Isolation subcommittee, updates
- 12:40pm 7. Council Member Report of Activities- Outreach form (Attachment 2)
- a. 1/10<sup>th</sup> Citizens Advisory Council- Charmaine Scott
  - b. 2024 SCOA Meeting- Susan Kerr
  - c. Kitsap Accessibilities and Public Works Transitions Plan- Ranae Beeker
  - d. Council Member Report of Community Outreach Advocacy
    - What did you do since the last meeting? (3 minutes per member)
- 1:15pm 8. Aging Services: Dashboard Report overview (Attachment 3)
- Outreach Events
  - May Older Adult Recognition- planning
- 1:25pm 9. 2024 Advisory Council Calendar of Events (Attachment 4)
- 1:30pm ADJOURN

# Kitsap County Division of Aging & Long Term Care Advisory Council

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## December 20, 2023 Aging Advisory Council Meeting Minutes

### Zoom

#### 1. Convened at 11:31 a.m.

**Members Present:** Sandra Miles, Steve McMurdo, Ranae Beeker, Barbara Paul, Ann Paoletti, Charmaine Scott, Linette Zimmerman, Karol Stevens, Elizabeth Safsten, Cynthia Blinkinsop.

**Members Excused:** Susan Kerr.

**Members Unexcused:** None.

**Guests Present:** Laney Calhoon.

**Staff Present:** Stacey Smith, Cristiana Fillion.

**Public Address:** None.

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

- Charmaine made a motion to approve the agenda as amended, Cynthia seconded, and the agenda was approved.

#### 2. Approval of Minutes:

- Linette made a motion to approve the November meeting minutes. The motion was seconded by Cynthia. The minutes were approved.

#### 3. Council Memberships

- Three Council members have been reappointed. Linette and Elizabeth will be entering their second terms, and Karol will be entering her third. There were applications from interested community members. Stacey spoke with Rebecca Pirtle, who facilitates applications, and discussed updating the bylaws to add more seats on the Council. Stacey explained that it would take a request from the Council and approval from the Kitsap Board of County Commissioners to revise the bylaws.

#### 4. 2024 Workplan

- a. Review tentative meeting day – Steve stated that Council meetings will take place every third Tuesday, rather than Wednesday, beginning in 2024, from 11:30am-

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1:30pm (same time).

- b. Finalize goals – Steve read the mission statement for the Council, then began reviewing the Workplan goals. Goal #1 will remain under “High Priority.” Goal #4 “Review Council bylaws” with the Measure “Complete review by 8/30/2024” was added under “Moderate Priority.” The Health Related goal has been placed “On Hold”. Goal #3 was partially completed when the Council developed the subcommittee. The Council discussed the wording of their primary objectives. The Council chose to remove the third bullet point, “Prevention of unnecessary or premature institutionalization,” and added “preventing unnecessary or premature facility-based care” to the first bullet point. There were no other revisions. Stacey will submit as final and forward a finalized version to Council members.
- c. Stacey explained that the date of the January Tuesday meeting will conflict with the W4A Legislative Training Webinar. The Council agreed to cancel the January Council meeting. They agreed to have their planning meeting on 1/17 from 12:30-1:30pm. The new Tuesday meeting schedule will start in February.
- d. Stacey informed the Council that the W4A Advocacy days are planned January 23-25, but meetings may occur on the 22<sup>nd</sup> or 26<sup>th</sup>. Steve noted that legislative meetings are about 15 minutes long, and Barbara added that not everyone has to attend each meeting.
- e. 2024 Chair and Vice Chair elections– Steve and Barbara have been Chair and Vice Chair since 2021. Charmaine nominated Karol for the position of Chair, but Karol declined. With no other volunteers, Steve asked for a motion to waive the bylaws restricting two terms in Chair and Vice Chair positions, so he and Barbara can continue in their positions. Charmaine made a motion and Cynthia seconded. Steve and Barbara will remain Chair and Vice Chair for CY 2024.

### 5. Plan to Review Council Bylaws

- With the 2024 Workplan, Stacey suggested that the Council begin reviewing the bylaws in March. Stacey informed the Council that Laney would not be able to be added as a Council member until the bylaws are finalized. Laney was encouraged to attend Council meetings as a member of the public.

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### **6. Social Isolation Subcommittee Update**

- Karol explained that the subcommittee plans to move ahead on the envelope system for medical facilities, churches, etc. to reorder brochures. They also discussed the 2024 Kitsap County Comprehensive Plan update. Karol attended a presentation by Eric Baker, Kitsap County Deputy Administrator, with Commissioner Rolfes in attendance. There were multiple questions about aging in place in relation to building codes. Stacey explained that the Governor has a Multisector Plan for Aging (MPA) in Washington. Stacey will share the MPA Talking Points document with the Council. The Council will set aside some time to talk about it during the February meeting.

### **7. Council Member Report of Activities**

- a. 1/10<sup>th</sup> Community Advisory Committee – Charmaine Scott
  - Charmaine explained that MultiCare behavioral health clinic opened in Port Orchard in November. For now, they are currently doing telehealth appointments only, but plan to have in-person appointments in the future. Starting in 2024, Charmaine will be Chair of the 1/10<sup>th</sup> Community Advisory Committee and Helen Havens will be Vice Chair.
- b. 2024 State Council on Aging (SCOA) Meeting – Susan Kerr
  - Susan was not in attendance.
- c. Kitsap Accessibilities and Public Works Transitions Plan
  - Ranae stated that the committee will begin meeting in February or March.
- d. Council Report on Activities
  - Sandra met with the Island Volunteer Caregivers about grants and asked if Council Members had any suggestions. Charmaine suggested the 1/10<sup>th</sup> grant.
  - Steve stated that last month he had talked about meeting with Kitsap Regional Library staff. He hasn't met with them yet but would like to send card.
  - Barbara spoke with the new City of Poulsbo Council member, who is trying to create a senior isolation program. They also mentioned an upcoming video regarding new housing that will be built in Poulsbo. Barbara is hoping it will include seniors.

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- Elizabeth shared she was able to finalize a policy at her work holding rural transit agencies to a higher standard than federal requirements require for ADA policies. She is preparing a template of ADA policy for subrecipients. This will hopefully help increase consistency and quality of ADA protections and considerations in rural transit in WA.

### **8. Aging Services**

#### **a. Dashboard**

- The Council reviewed the December Dashboard Report. Stacey explained that for the first time in nine years ALTC's Medicaid unit has reached and exceeded their case load. About 900 clients have been receiving services every month, and in September that reached 1,000. The number continues to increase. There has also been an increase in Information & Assistance calls, as well as an increase in the number of Long Term Care Ombuds hours. Family Caregiver program contacts will likely see an increase after the holidays. MAC/TSOA numbers have plateaued. Care Transitions referrals have increased, but the number of clients served remains at about 5-6. Stacey explained that those that don't qualify for the program are receiving referrals and other assistance offered through Aging. Stacey will add updated revenue graphs to the Dashboard.

#### **b. 2023 Advisory Council Calendar of Events**

- The council reviewed the 2024 Calendar of Events.

### **9. Legislative advocacy**

- #### **a. Legislative asks**
- The first legislative ask is for \$15.2 million for senior nutrition funding. Stacey shared the senior nutrition flyer created by a coalition including the Alzheimer's Association, W4A, AARP, Food Lifeline, Northwest Harvest, the Senior Citizen Foundation, and the Anti-Hunger & Nutrition Coalition. The Council will be asking to maintain the funding that was increased during the COVID-19 pandemic in order to address food insecurity. Statewide 1.38 million meals for 18,686 seniors will not be funded when contracts expire on 9/30. Council members will include a story about St. Vincent de Paul involving the unhoused population.

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The Governor listened to advocates in October and added \$7 million as part of his Governor's budget.

The Second ask is related to case management. Council members will be asking for \$2.58 million for AAA case managers in order to increase capacity. Many clients do not have caregivers and those clients need more time with case managers to manage their needs, as well as time to help recruit caregivers from family and community networks, and to help them get through training and education. Barbara asked what the caseload ratio is in Kitsap County. Stacey replied that it is 1:75 but caseloads are increasing. Steve noted that in the past it was over 1:100, and the Council had asked for parity with DSHS and that had improved circumstances. The w4a Legislative Webinar on January 16<sup>th</sup> will focus on these two points.

- b. Appointments – Legislative appointments will be the week of January 22<sup>nd</sup>. A meeting with Rep. Greg Nance is scheduled for 1/25. Stacey has drafted an email that she'll be sending out to legislators this week as a last attempt to schedule appointments.

### **10. Holiday picture**

- a. Council members took a second picture for the holiday card.

## **ADJOURNMENT**

The meeting was adjourned at 1:28 p.m.

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Steve McMurdo, Chair

## 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                    |   |

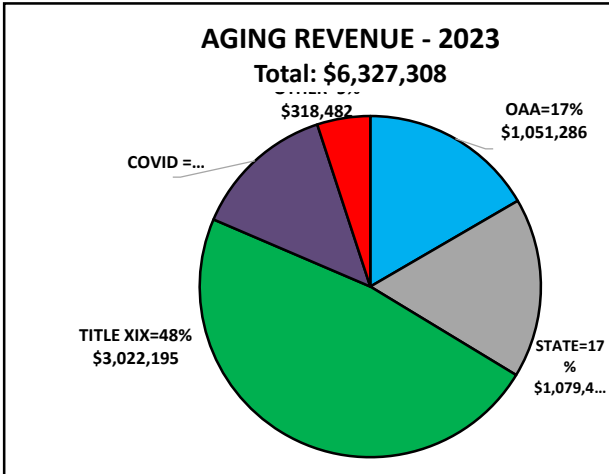
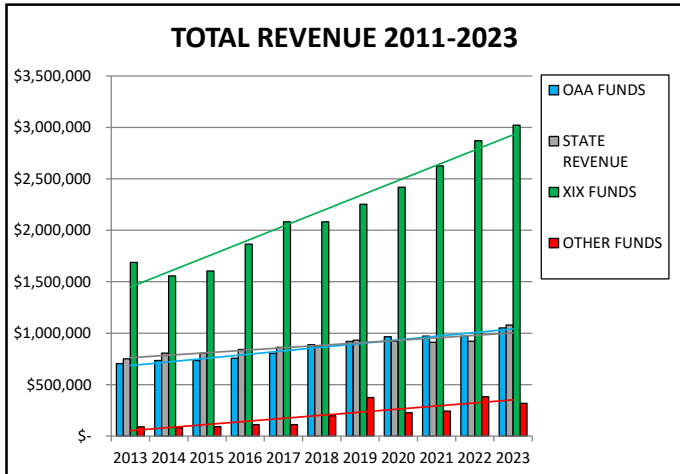
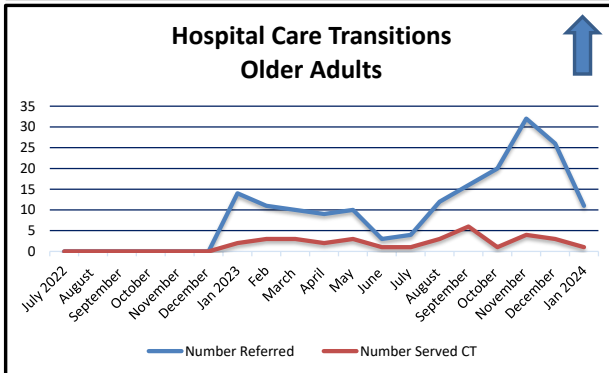
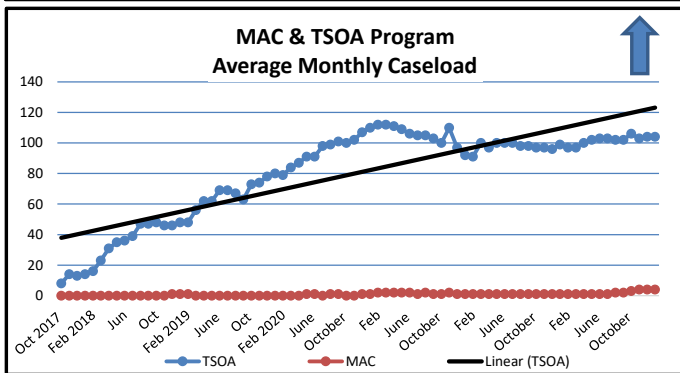
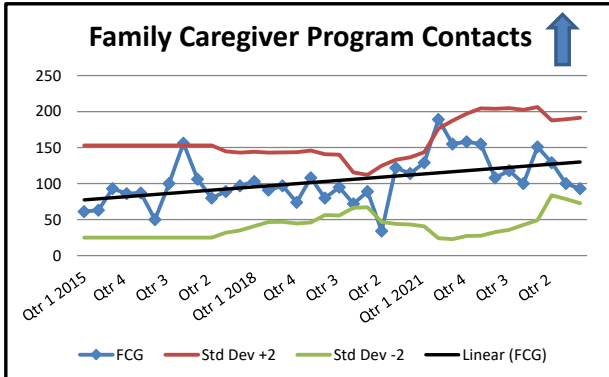
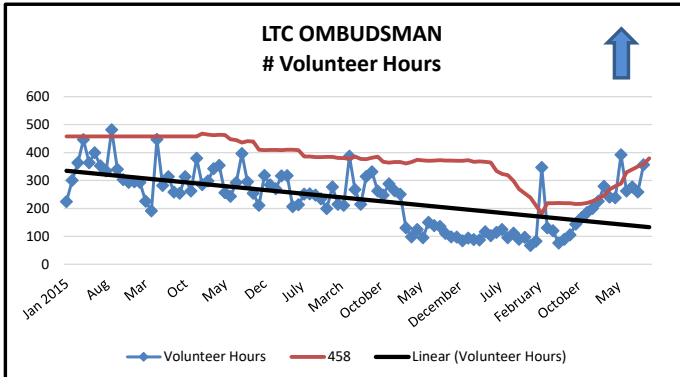
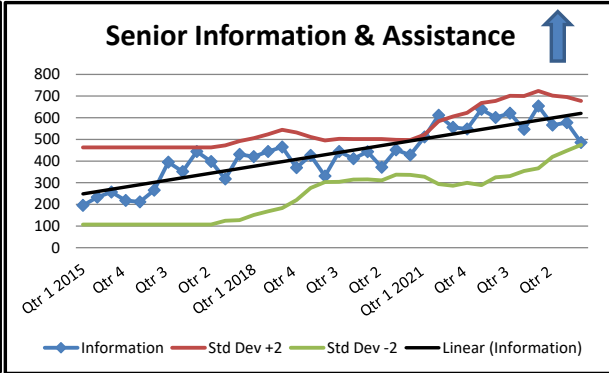
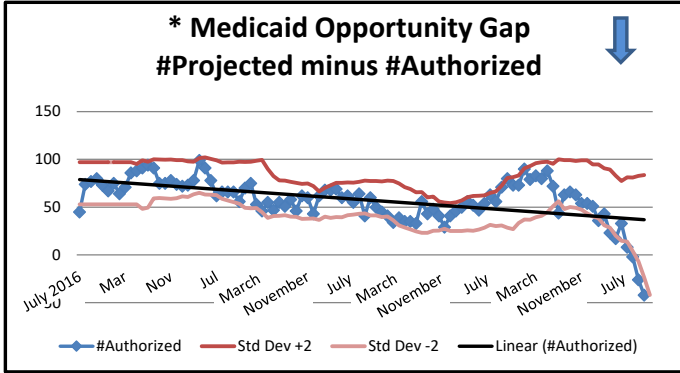
### 7. Race/Ethnicity- Targeted or in Attendance:

- |  |  |  |   |
|--|--|--|---|
| <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- February 2024



\*July 2023: Medicaid caseloads maximum capacity= 1019



**COVID Timeline:**

March- May 2020: COVID-19 Stay At Home order in effect

June 2020: COVID-19 phased reopening began

July 2020: COVID-19 July 2020 reopening paused

November 2020 - February 2021: Statewide restricted opening due to Winter spikes

December 2021- January 2022: Omicron spikes

March 2022- Brief home visits start

May 2022 - Home assessments begin (partial or full)

July 2022- BA.5 variant surge

October 31- State PHE ends for LTC facilities and some state waivers

May 11, 2023: Federal Public Health Emergency (PHE) and state Major Disaster Declaration (MDD) ends

October 9, 2023: Medicaid Early Transfers begin

**Community Outreach Activities:**

February 10: Silverdale Library Senior Resource Fair (Jason)

February 14: Silverdale Library Health Aging Presentations, 10:30-11:30am in person (Jennifer)

## 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 Revisit DCD Comprehensive Plan (Aging focus)
March 19	* Advisory Council from 11:30am- 1:30pm Begin review of Council Bylaws
<del>April 16</del>	<del>(No meeting)</del>
May 14	* Advisory Council from 11:30am- 1:30pm
May Workshops	<u>May Older Adults Virtual Workshops</u>
June 18	* Advisory Council from 11:30am- 1:30pm
July 16	Advisory Council from 11:30am- 3:30pm Hold for Retreat (in-person)
August 20	* Advisory Council from 11:30am- 1:30pm
September 17	* Advisory Council from 11:30am- 1:30pm
October 15	* Advisory Council from 11:30am- 1:30pm
October 16 (hold)	* 2024 AAA & State Council on Aging (SCOA) Conference
October 17(hold)	* 2024 Fall Senior Lobby 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

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## Advisory Council Meeting

**Date:** March 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

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### 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. February meeting notes (Attachment 1) - Approval
- 11:40am 5. Kitsap DCD Comprehensive Plan, Colin Poff – Aging focus
- 12:45pm 6. Advocacy Efforts
- FY 2025 Legislative funding requests, effective July 1<sup>st</sup>
- 12:50pm 7. Social Isolation subcommittee, updates
- 12:55pm 8. Council Member Report of Activities- Outreach form (Attachment 2)
- a. 1/10<sup>th</sup> Citizens Advisory Council- Charmaine Scott
  - b. 2024 SCOA Meeting- Susan Kerr
  - c. Kitsap Accessibilities and Public Works Transitions Plan- Ranae Beeker
  - d. (If time permits) Council Member Report of Community Outreach
- 1:15pm 9. Aging Services: Dashboard Report overview (Attachment 3)
- May Older Adult workshops & planning
- 1:25pm 10. 2024 Advisory Council Calendar of Events (Attachment 4)
- Reminder: No April meeting
  - Review of Bylaws, review and discuss updates in May
- 1:30pm ADJOURN

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### February 20, 2023 Aging Advisory Council Meeting Minutes

#### Zoom

#### 1. Convened at 11:31 a.m.

**Members Present:** Steve McMurdo, Ranae Beeker, Ann Paoletti, Charmaine Scott, Linette Zimmerman, Karol Stevens, Elizabeth Safsten, Cynthia Blinkinsop.

**Members Excused:** Barbara Paul, Susan Kerr.

**Members Unexcused:** Sandra Miles.

**Guests Present:** Laney Calhoon.

**Staff Present:** Stacey Smith, Cristiana Fillion.

**Public Address:** None.

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

- Karol made a motion to approve the agenda as amended, Charmaine seconded, and the agenda was approved.

#### 2. Approval of Minutes:

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

#### 3. January Advocacy Efforts

- Debrief – Stacey opened the floor for Council members to share feedback on January's legislative activities. There was open dialogue about the Council member experiences. Steve suggested tailoring their discussion to the legislators, to better communicate their message to them. Stacey asked how Council members felt about attending the legislative meetings virtually. Charmaine, Karol, and Ann stated that they liked using Zoom for the meetings.
- Status on Legislative Requests – Stacey shared an update on the budgets that were released, and explained that w4a requests were budget provisos, not bills. First the Governor released his budget in December, then the Senate and House released their budgets during week of February 19<sup>th</sup>. Unfortunately, no budget was approved for AAA case management support. Some good news is that the Senate budget included \$7 million in state funds for senior nutrition, and the House budget

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included \$10 million. Steve asked if the federal funds that were provided during the pandemic will become unavailable after September, and if approved funds will become available at that point. Stacey explained that the state funds will be available on July 1, while AAAs stimulus funds expire September 30, 2024.

- Kitsap DCD Comprehensive Plan – Stacey reminded Council members that they spoke briefly in December about providing feedback about the Kitsap County DCD comprehensive plan, and asked if the Council would like her to reach out to them. Stacey explained that the Department of Community Development, who oversees unincorporated areas of Kitsap County, is working on an update to their 30-year Comprehensive Plan. Stacey believes that DCD needs to hear more about the needs of seniors living in these areas. Karol stated that Eric Baker, Kitsap County Deputy Administrator, spoke in Keyport about the plan and that during the meeting Comm Cynthia pointed out that social isolation, food insecurity, and transportation would also be important topics to include in the plan. Stacey shared the Comprehensive Plan Update webpage, showed how to access it, and went over upcoming events.
- Kitsap Regional Library – Steve stated he and Ranae met up with Lucretia Robertson, Director of Human Resources & DEI, and Jeannie Allen, Director of Strategy & Communications, after they reached out to the Council. Steve explained that every year the Kitsap Regional Library (KRL) sets priorities and focus topics for all employees. They are considering “Aging” as the topic for this year. Steve stated that an agenda is in development, and she will be in touch at a later date. Lucretia also offered to present to the Council and is still open to adding the senior resource tab to their website.

#### **4. Social Isolation Subcommittee Update**

- Karol stated that the subcommittee met yesterday via Zoom and will soon meet at the Silverdale Library to assemble informational packets for various healthcare providers around the county.

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### 5. Council Member Report of Activities

- a. 1/10<sup>th</sup> Community Advisory Committee – Charmaine Scott
  - Charmaine explained that the 1/10<sup>th</sup> Community Advisory Committee is currently planning their March retreat, where they will go over their workplan, bylaws and discuss the upcoming RFP season.
- b. 2024 State Council on Aging (SCOA) Meeting – Susan Kerr
  - Susan was not in attendance.
- c. Kitsap Accessibilities and Public Works Transitions Plan
  - Ranae explained that she is still waiting to hear back on the Committee.
- d. Council Report on Activities
  - Sandra met with the Island Volunteer Caregivers about grants and asked if Council Members had any suggestions. Charmaine suggested the 1/10<sup>th</sup> Community Advisory Committee grant.
  - In addition to meeting with state legislators and library leadership, Steve assembled and distributed informational packets.
  - Elizabeth participated in the legislative meetings, and through her work on the WSDOT Public Transit Division, a policy was passed that will hold rural transit agencies to the same requirements as those in metropolitan areas. Elizabeth sent a template of the policy to Kitsap Transit for informational purposes only.
  - Ann participated in the legislative meetings and has been providing information on resources with members of her community and sharing flyers.
  - Karol attended a drug overdose training offered by the Kitsap Public Health District. She learned that since 2022, the number of overdoses has been increasing by 20% each quarter. Although not specific to seniors, the number of deaths effects all age groups.
  - Linette mentioned that there are revisions to the senior property tax exemptions. Linette will be speaking with a large group of Soroptimists about ALTC services at an upcoming meeting.
  - Cynthia is learning how to transition to Medicare. The Council discussed the difficulties of finding local providers accepting new Medicare patients and

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waiting periods.

### **6. Aging Services**

#### **a. Dashboard and May Older Adults Recognition - Planning**

- The Council reviewed the February Dashboard Report. Stacey explained that volunteer ombuds hours are getting back to pre-pandemic numbers. Outreach events are also increasing and planning has begun for Older Americans Month in May. Council members discussed potential workshop topics.

### **ADJOURNMENT**

The meeting was adjourned at 1:20 p.m.

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Steve McMurdo, Chair

# 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:

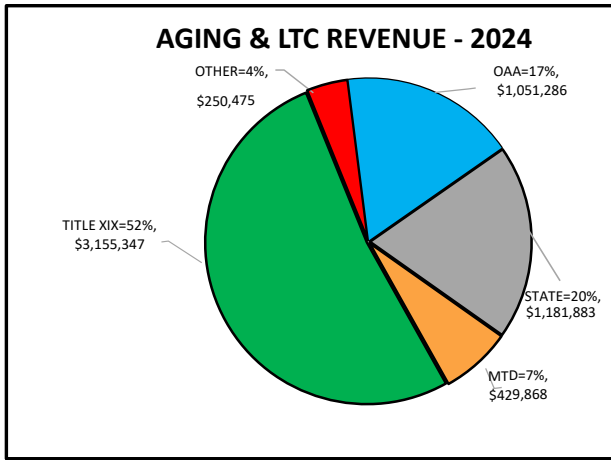
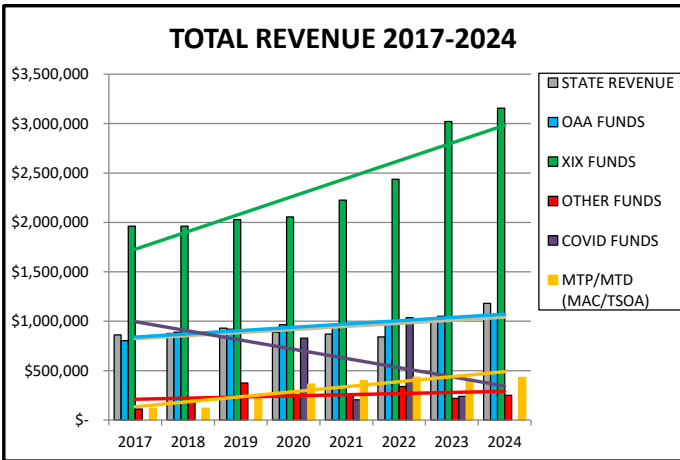
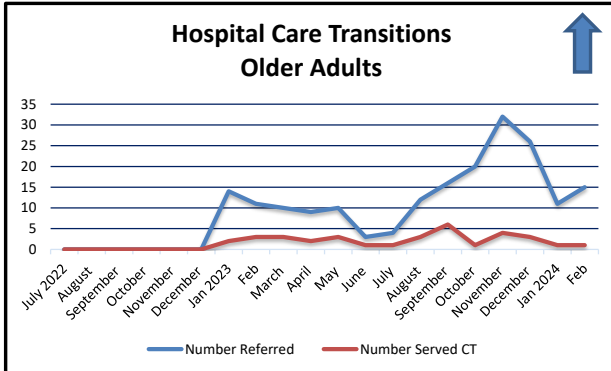
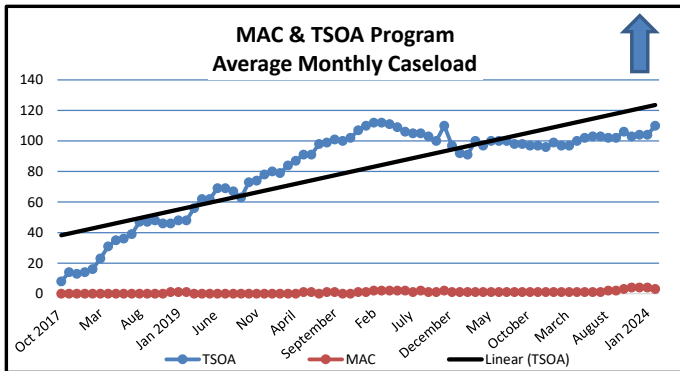
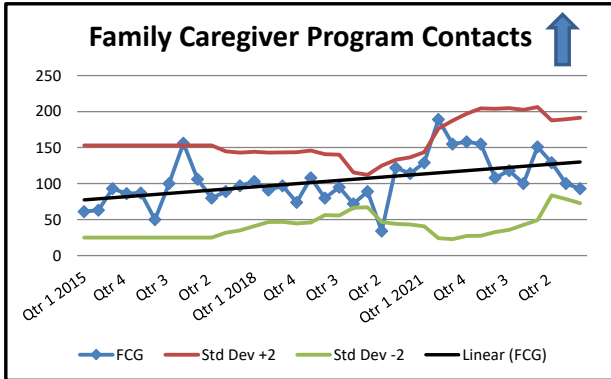
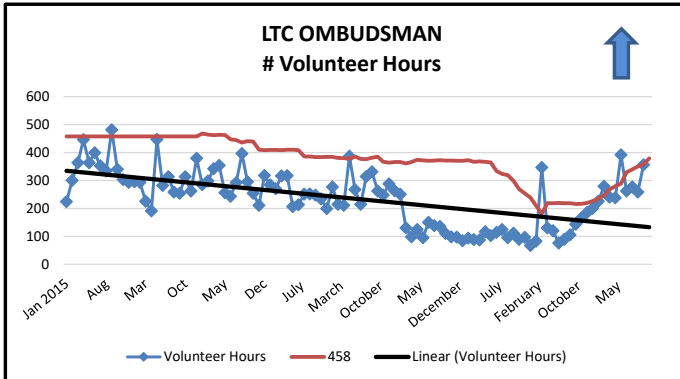
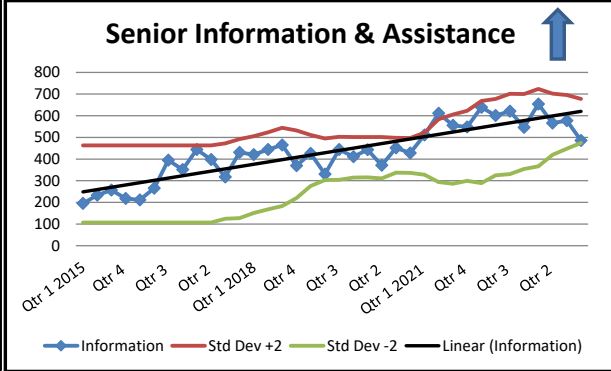
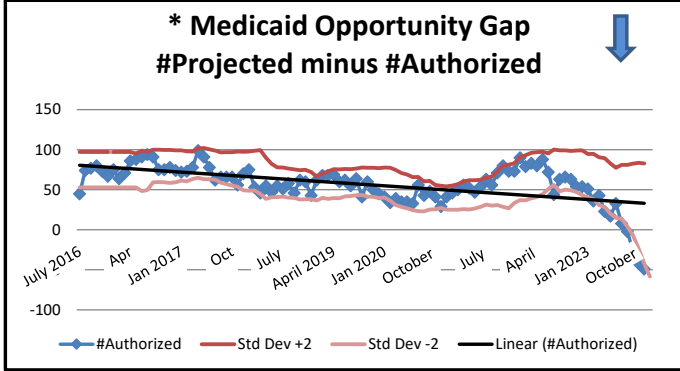
- |  |  |  |   |
|--|--|--|---|
| <input type="checkbox"/> American Indian           | <input type="checkbox"/> Samoan              | <input type="checkbox"/> Asian Indian          | <input type="checkbox"/> Other Pacific Islander |
| <input type="checkbox"/> Alaska Native             | <input type="checkbox"/> 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- March 2024



\*July 2023: Medicaid caseloads maximum capacity= 1019

**COVID Timeline:**

**March- May 2020: COVID-19 Stay At Home order in effect**

**June 2020: COVID-19 phased reopening began**

**July 2020: COVID-19 July 2020 reopening paused**

**November 2020 - February 2021: Statewide restricted opening due to Winter spikes**

**December 2021- January 2022: Omicron spikes**

**March 2022- Brief home visits start**

**May 2022 - Home assessments begin (partial or full)**

**July 2022- BA.5 variant surge**

**October 31- State PHE ends for LTC facilities and some state waivers**

**May 11, 2023: Federal Public Health Emergency (PHE) and state Major Disaster Declaration (MDD) ends**

**October 9, 2023: Medicaid Early Transfers begin**

**Community Outreach Activities:**

March 14: City of Poulsbo Parks & Recreation 3:00pm zoom (Jason)

April 16: Bainbridge Kitsap Regional Library "Healthy Aging" 4:00pm (JCM)

April 24: Kitsap Developmental Disabilities Resource Fair 4:00-6:00pm (Jason)

April 27: Kitsap Veterans Stand Down at Sheridan Park (Jason)

May 6: Kitsap Aging Overview of Services Zoom 2:00-3:00pm (Jason)

## 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	<del>(No meeting)</del>
May 14	* Advisory Council from 11:30am- 1:30pm Review of Council Bylaws
May Workshops	<u>May Older Adults Virtual Workshops</u> May 6: Kitsap Aging Overview of Services Zoom
June 18	* Advisory Council from 11:30am- 1:30pm
July 16	Advisory Council from 11:30am- 3:30pm Hold for Retreat (in-person)
August 20	* Advisory Council from 11:30am- 1:30pm
September 17	* Advisory Council from 11:30am- 1:30pm
October 15	* Advisory Council from 11:30am- 1:30pm
October 16 (hold)	* 2024 AAA & State Council on Aging (SCOA) Conference
October 17(hold)	* 2024 Fall Senior Lobby 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

# 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:** May 21, 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:** 814 6322 1480

**Passcode:** 98366

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

**Meeting ID:** 814 6322 1480

**Password:** 98366

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### 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. March meeting notes (Attachment 1) - Approval
- 11:40am 5. Review of Council Bylaws, discuss revisions (Attachment 2)
- 12:15pm 6. Advocacy Efforts
- National Multi-Sector Planning
  - WA Multi-Sector Summit, May 22
  - AARP Age & Dementia Friendly Designation (Attachment 3)
- 12:20pm 7. Social Isolation subcommittee
- Pamphlet distribution tracking form
- 12:45pm 8. Council Member Report of Activities- Outreach form (Attachment 4)
- a. 1/10<sup>th</sup> Citizens Advisory Council- Charmaine Scott
  - b. 2024 SCOA Meeting- Susan Kerr
  - c. Kitsap Accessibilities and Public Works Transitions Plan- Ranae Beeker
  - d. Council Member Report of Community Outreach
- 1:15pm 9. Aging Services: Dashboard Report overview (Attachment 5)
- Recruitments
  - May Older Adult workshops & planning
- 1:25pm 10. 2024 Advisory Council Calendar of Events (Attachment 6)
- June meeting?
  - July Retreat Planning
- 1:30pm ADJOURN

## **Kitsap County Division of Aging & Long Term Care Advisory Council**

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Port Orchard, WA 98366

Phone: (360) 337-7068 ♦ 1-800-562-6418 ♦ Fax: (360) 337-5746

### **March 19, 2023 Aging Advisory Council Meeting Minutes**

#### **Zoom**

#### **1. Convened at 11:32 a.m.**

**Members Present:** Steve McMurdo, Ann Paoletti, Charmaine Scott, Linette Zimmerman, Karol Stevens, Elizabeth Safsten, Cynthia Blinkinsop, Barbara Paul, Susan Kerr.

**Members Excused:** Ranae Beeker.

**Members Unexcused:** Sandra Miles.

**Guests Present:** Jim Rogers and Colin Poff of the Kitsap County Department of Community Development, and Aaron Murphy of ADM Architecture and ForeverHOME.

**Staff Present:** Stacey Smith, Cristiana Fillion.

**Public Address:** Introductions.

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

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

#### **2. Approval of Minutes:**

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

#### **3. Kitsap DCD Comprehensive Plan, Colin Poff – Aging focus**

- Colin Poff gave an overview of the 2024 Comprehensive Plan Update, a 20-year blueprint for local policies, planning, and capital investment through 2044. Two topics that are very important for Kitsap's aging population are housing and transportation. Land use reclassification is another important aspect of the plan that is interrelated with those two topics.
- Land use reclassification addresses ways to accommodate population and employment growth. Some core concepts are urban, dense, and mixed use housing, shopping, jobs, protection of rural areas from growth, and protection of

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natural resources lands.

- The plan discusses current and future goals for housing and affordability. This includes ensuring sufficient housing stock, and housing that is accessible to all income levels, as well as encouraging multi-family, missing middle-housing such as side-by-side duplexes, and infill housing in urban areas. With Kitsap County's large aging population, aging in place is a priority, emphasizing housing for all ages and stages.
- Jim Rogers gave an overview of transportation planning which uses 10-year demand and needs forecasts. The plan includes improvements to the County's multi-modal transportation system in unincorporated areas, non-motorized and public transit options, and emphasizes ensuring that the future transportation system is safe, cost effective, sustainable, and accessible.
- Jim opened the floor for Council member questions and comments. The Council discussed the issues with rural public transit options, the need for public transportation to healthcare facilities, healthcare availability, increasing housing costs, and infrastructure and traffic management related to increased population and housing developments.
- Jim described the three alternatives for future land use:
  1. The first is "No change" with all maps, policies, and regulations remaining as they are.
  2. The second is "Compact growth" where growth is focused in urban areas and focuses on housing types such as townhomes, Multi-family, and cottage housing.
  3. The third alternative is "Dispersed growth" which would focus on current trends like single-family housing, urban area expansion and rural development.

Planning Commission recommendations will be made this evening at the regularly scheduled meeting, and the Board of County Commissioners (BOCC) will host a public hearing on April 8<sup>th</sup>. On April 22<sup>nd</sup>, the BOCC will choose their preferred alternative. In August the final plan elements will be released for public review. The

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final plan is due in December.

### **4. Advocacy Efforts**

- Stacey stated that \$12 million was approved for senior nutrition statewide. Additionally, the Long-Term Care Ombuds program received \$300,000 statewide.

### **5. Social Isolation Subcommittee Update**

- Karol stated that the subcommittee compiled brochure packets and will be taking them to healthcare providers and other identified locations to reach socially isolated seniors in the county. They are now considering ways to track locations with packets.

### **6. Council Member Report of Activities**

#### **a. 1/10<sup>th</sup> Community Advisory Committee – Charmaine Scott**

- Charmaine explained that the 1/10<sup>th</sup> Community Advisory Committee had their Retreat on March 1. They discussed plans for the next year, possible changes to their schedule of activities, and considerations for 2-year subcontracts. Going forward Hannah Shockley will be conducting site visits without Committee members. Their Committee is also training four new members.

#### **b. 2024 State Council on Aging (SCOA) Meeting – Susan Kerr**

- Susan explained that during their most recent meeting SCOA had a legislative session debrief and training on what their roll is in regard to legislative advocacy. Susan will share links with Stacey.

#### **c. Kitsap Accessibilities and Public Works Transitions Plan**

- Ranae was not in attendance.

#### **d. Council Member Report of Community Outreach**

- Barbara spoke with a leader at Poulsbo Parks & Recreation who would like someone to come out and speak on topics for seniors. Stacey confirmed they have been in contact.
- Steve plans to provide brochures to Pacific Eyecare. He has not heard from Lucretia Robertson or Jeanie Allen from the Kitsap Regional Library but expects to hear from them in the future.

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- Ann brought brochures to Kitsap Bank and will need to bring more soon. She is also hoping to have an appointment with the superintendent of her local school district about the DSHS Workforce Development Caregiver high school training program.
- Karol plans to pull together comments about the Kitsap County Department of Community Development Comprehensive Plan for the residents of Keyport and will forward to Stacey as a reference for any comments the Council would like to make.
- Susan is excited to begin handing out brochure packets. She typically shares brochures with her local senior center and neighborhood market. Susan has also been helping a neighbor.

### **7. Aging Services**

#### **a. Dashboard Report**

- Two staff members from Information & Assistance are departing. Recruiting for those positions will begin soon, in addition to the ongoing Medicaid case management opening. The Caregiver Programs Supervisor is moving to a new supervisory position in the Medicaid unit, and another staff member has been promoted to fill that position. There are interviews for three positions taking place in the next five days.

#### **b. May Older Americans Month**

- Stacey stated that there are various events for Older Americans Month. Topics include education from Alzheimer's Association, brain health, Medicare, and an overview of ALTC's services.

### **8. 2024 Advisory Council Calendar of Events**

- Stacey reminded the Council that the April meeting has been cancelled. In May the Council will review and discuss bylaws.



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**ADJOURNMENT**

The meeting was adjourned at 1:26 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 hearings;
- C. Represent the interests of older adults and adults with disabilities;
- D. Review and comment on community policies, programs, and actions which affect older adults and adults with disabilities.

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, (informal 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 serving 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 representative of low income and minority older adults elderly. The Lead Staff to the Advisory Council will consult with the nominating committee of the Advisory Council and the Administrator prior to and during the screening and interviews of applicants prior to forwarding the nominee list to the full council for review and a vote at a full council meeting. Final referral will be made 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.

#### 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.

### 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 7<sup>th</sup> 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

# WASHINGTON AGE- AND DEMENTIA- FRIENDLY STATE DESIGNATION

PARTNERSHIP WITH DEPARTMENT OF HEALTH, HEALTH CARE AUTHORITY, AND DEPARTMENT OF SOCIAL AND HEALTH SERVICES



## WHAT IS AGE-AND DEMENTIA-FRIENDLY?

Age-friendly communities consider goals that promote high quality of life for each person regardless of age, allowing older people the opportunity to remain active in their community. Age-friendly designation comes with acceptance into the [AARP Network of Age-Friendly States and Communities](#).

Dementia-friendly communities promote awareness of dementia, educating residents about how to best support people touched by dementia and introducing systemic changes within businesses, government, and neighborhoods. Dementia-friendly designation comes with acceptance into the [Dementia-Friendly America \(DFA\) network](#).

Together Age- and Dementia- Friendly state designations support the initial steps of the Washington Multi-sector Plan on Aging (MPA). Other states, such as [Massachusetts](#) and [California](#), leveraged their Age- and Dementia-Friendly designations to build a robust and community-led MPA.

Members of both the AARP and DFA Networks gain access to expert-level technical assistance, connections to the full peer network, private group forums, and resources to guide and inform the development of an action plan and involve community members. Washington State's designations would leverage work already carried out with Trust for America's Health Age-Friendly Public Health Systems and would serve to support potential MPA and Aging Summit.

## WHAT IS ALREADY HAPPENING IN WASHINGTON?

Puyallup, Seattle, Tacoma, Renton, and White Salmon have already joined the AARP Age-Friendly Network. Washington is well-suited to continue and strengthen existing work that can be considered for Age-And Dementia-Friendly designations from across the state, such as:

- **[Center for Health Care Strategies \(CHCS\) MPA Learning Collaborative:](#)** As a collaboration between Department of Health (DOH), Health Care Authority (HCA), Department of Social and Health Services (DSHS), Washington Association of Agencies on Aging (W4A), and AARP Washington, Washington State was accepted into the 2023-24 CHCS learning collaborative to support a potential MPA.
- **[Dementia Action Collaborative \(DAC\):](#)** Since 2016 the DAC has developed dementia-specific resources for individuals, families, and care partners, drafted the 2023-28 State Plan to Address Alzheimer's Disease and Other Dementias, and developed guidance materials for health care professionals.



- **Aging and Long-Term Support Administration's (ALTA) Strategic Plan:** ALTA recently updated their strategic plan with over 18 cross sector participants to ensure the needs of the full community were accounted for across sectors. Participants included state agencies, tribes, local partners, private partners, and the state of Virginia.

## WHAT IS THE OPPORTUNITY?

Washington has the second longest lifespan in the country and is home to an increasingly diverse aging population. Becoming Age- and Dementia-Friendly could improve the quality of life for all Washingtonians. The focus of these efforts are to:

- Improve health equity
- Address the emerging needs of a more diverse aging population

### These efforts could mean:



Active inclusion and engagement of older adults in their communities and neighborhoods.



Focus on policies, systems, and environments to embed aging into statewide initiatives.



Reduce stigma and ageism of older adults, people living with dementia, and their care partners.



Potentially improve Medicaid savings by supporting health at all ages.

## WHO IS INVOLVED?

This effort is led by three state agencies: DOH, HCA, DSHS. The core team is collaborating with key stakeholders and coordinating with other state agencies, local health departments, Tribal Nations, and private partners to build a statewide initiative for Age- and Dementia-Friendly designations and ultimately the MPA.

## WHAT DATA SUPPORTS THIS WORK?

- By 2040, a vast majority of counties in Washington will have at least one in five residents over age 65.
- In 2022, more than 2.6 million visits to Washington food pantries were by older adults.
- Based on the 2020 Behavioral Risk Factor Surveillance System, 1 in 11 Washington adults ages 45+ are experiencing subjective cognitive decline.
- One in three older adults live with at least one disability. Sixty-one percent of Washington transportation stations and vehicles are ADA-accessible.
- Racialized health disparities across the life course result in higher rates of dementia among people who are Black/African American or American Indian/Alaska Native.
- The number of working adults to support people over the age of 75 is decreasing from 6 working adults per older adult to 3 working adults by 2040.

## WHERE CAN I LEARN MORE?

- [AARP Age-Friendly Network](#)
- [Dementia-Friendly America](#)
- **DOH Contact:** [Marci Getz](#)
- **HCA Contact:** [Jamie Teuteberg](#)
- **DSHS Contact:** [Lynne Korte](#)
- This material was funded in part by USDA's Supplemental Nutrition Assistance Program—SNAP. This institution is an equal opportunity provider.



Created in collaboration with



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# 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                    |   |

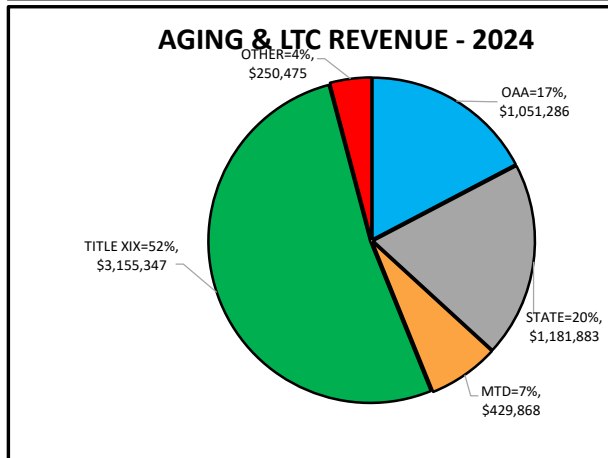
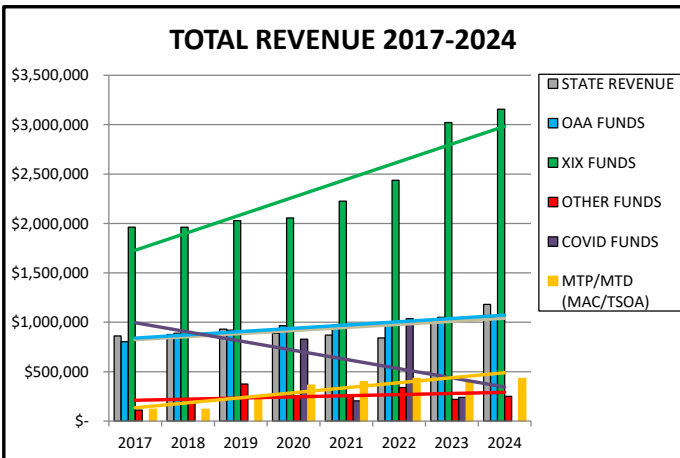
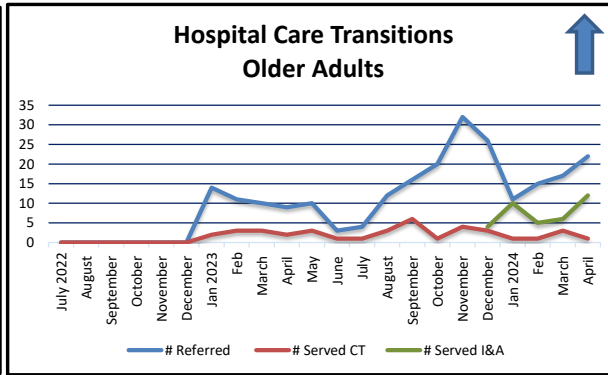
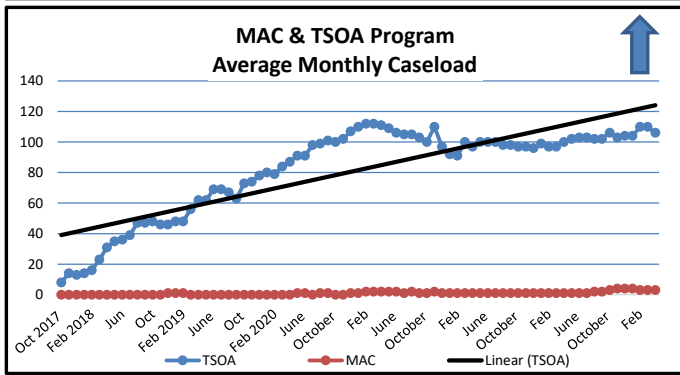
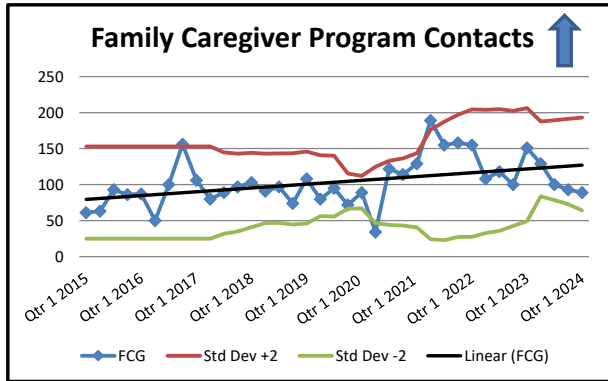
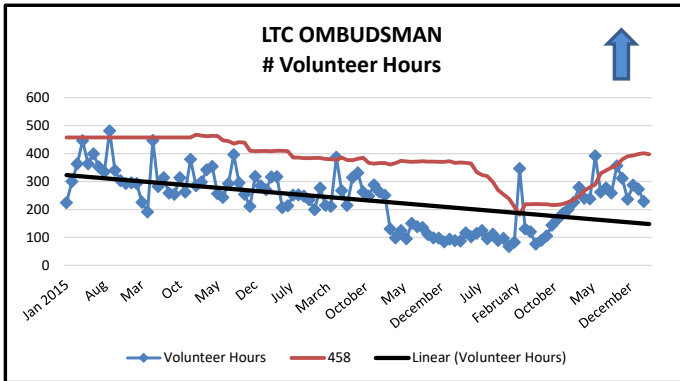
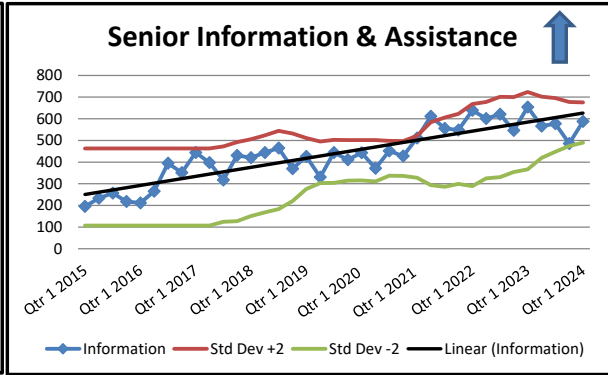
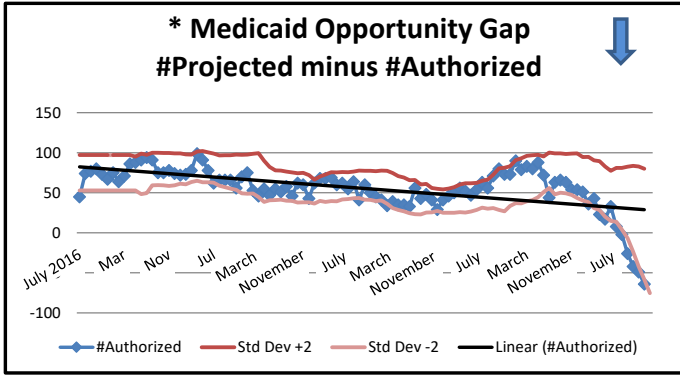
## 7. Race/Ethnicity- Targeted or in Attendance:

- |  |  |  |   |
|--|--|--|---|
| <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- May 2024



\*July 2023: Medicaid caseloads maximum capacity= 1019

**COVID Timeline:**

**March- May 2020: COVID-19 Stay At Home order in effect**

**November 2020 - February 2021: Statewide restricted opening due to virus spikes**

**March 2022: Brief home visits start**

**May 2022: Routine home assessments begin**

**October 31, 2022: State PHE ends for LTC facilities and some state waivers expire**

**May 11, 2023: Federal Public Health Emergency (PHE) and state Major Disaster Declaration (MDD) ends**

**October 2023: Medicaid LTSS Transfers Without Caregivers begin**

**Community Outreach Activities:**

April 1: Poulsbo Parkinson Support Group 1:00-2:00pm (Jason, in person)

April 16: "Healthy Aging" workshop at Bainbridge Kitsap Regional Library 4:00pm (JCM)

April 24: Kitsap Developmental Disabilities Resource Fair 4:00-6:00pm (Jason)

April 27: Kitsap Veterans Stand Down at Sheridan Park (Jason)

May 6: Kitsap Aging Overview of Services Zoom 2:00-3:00pm (Jason), reference OAM flyer

May 9: Alzheimer's Basics Zoom 2:00-3:00pm (Alzheimers Assoc), reference OAM flyer

May 11: Poulsbo Kitsap Library Senior Resource Fair 10:00-Noon, reference OAM flyer

May 21: Healthy Brain workshop 2:00-3:00pm at Poulsbo Library (JCM), reference OAM flyer

May 29: Medicare Basics workshop Noon-1:00pm (PCHS SHIBA program), reference OAM flyer

## 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)
<del>April 16</del>	<del>(No meeting)</del>
May 14	* Advisory Council from 11:30am- 1:30pm Review of Council Bylaws
May Workshops	<u>May Older Adults Virtual Workshops</u> May 6: Kitsap Aging Overview of Services Zoom May 9: Alzheimer's Basics Zoom May 11: Poulsbo Senior Resource Fair (KRL) May 21: Brain Healthy workshop (in person) May 29: Medicare Basics workshop (in person)- SHIBA program
June 18	* Advisory Council from 11:30am- 1:30pm
July 16	Advisory Council from 11:30am- 3:30pm Hold for Retreat (in-person)
August 20	* Advisory Council from 11:30am- 1:30pm
September 17	* Advisory Council from 11:30am- 1:30pm
October 15	* Advisory Council from 11:30am- 1:30pm
October 16 (hold)	* 2024 AAA & State Council on Aging (SCOA) Conference
October 17(hold)	* 2024 Fall Senior Lobby 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

# 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:** June 18, 2024

**Time:** 11:30am- 12:30pm (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

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### 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. May Meeting Notes (Attachment 1) - Approval
- 11:35am    5. Review of Council Bylaws, discuss revisions (Attachment 2)
- 12:20pm    6. Council member resignation, new member appointment and SCOA representative
- 12:25pm    7. 2024 Advisory Council Calendar of Events (Attachment 3)
- 
- July 16<sup>th</sup> Social Gathering, 10:00am- 1:00pm (potluck and pizza items)
  - August and September meeting?
- 12:30pm    ADJOURN

## Kitsap County Division of Aging & Long Term Care Advisory Council

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### May 21, 2024 Aging Advisory Council Meeting Minutes

#### Zoom

#### 1. Convened at 11:31 a.m.

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

**Members Excused:** None.

**Members Unexcused:** None.

**Guests Present:** Laney Calhoon, "Misty" (partial attendance, no last name provided)

**Staff Present:** Stacey Smith, Cristiana Fillion.

**Public Address:** None.

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

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

#### 2. Approval of Minutes:

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

#### 3. Review of Council Bylaws

- Steve began discussion on the Council bylaws. Stacey stated that the current bylaws were adopted in 2015. The Council will review the bylaws, make revisions, and then submit their recommendations of the bylaws to the Board of County Commissioners for approval. The Council started their review with Article II – Purpose and Duties. In item B, "hearings" was changed to "meetings". "And their caregivers" was added at the end of items C and D. The Council agreed to add "and advocate for" after "represent the interests of" in item C and to remove the sentence below the list.
- The Council moved to Article III – Membership, Section 2. Barbara pointed out that the first sentence is made redundant by the following sentence. Karol noted

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that the bylaws state that the Council's SCOA representative be an ex-proviso member with no voting rights. The Council agreed to remove this language.

- Section 3. Stacey suggested replacing the term "elderly" with "older adults." The Council agreed. Karol suggested adding "and their caregivers" after "older adults." The Council will continue their review during the next meeting.

### **4. Advocacy Efforts**

- National Multi-Sector Planning – Stacey explained that multi-sector planning for aging is happening at the federal level. Steve previously notified the Council that Senator Sheldon Whitehouse is creating a subcommittee to determine ways to address issues that effect older adults, such as healthcare, housing, and transportation.
- WA Multi-Sector Summit – Stacey stated that tomorrow Governor Inslee is holding a summit on aging and longevity which will bring statewide leadership together. All AAA directors were invited to attend. The summit will begin with a reflection on achievements, followed by a presentation on a longevity mindset. A Public Health Initiatives representative from the Department of Health (DOH) will be discussing the life course approach to aging and chronic conditions. There will also be discussion on Washington population and health data forecast and impacts, and innovative care in the long-term care support sector. The summit will end with a discussion on leading change and next steps.
- AARP Age & Dementia Friendly Designation – Steve directed the Council to attachment three in the May meeting packet. Stacey explained that Washington state has been designated as an Age and Dementia Friendly State by the AARP Network of Age-Friendly States and Communities and the Dementia-Friendly America (DFA) network.

### **5. Social Isolation Subcommittee Update**

- Karol stated that Ann has distributed all of her brochure packets to community-based organizations. Karol and Ranae have distributed some as well. Subcommittee members are looking forward to hearing about brochure requests and trends. Kitsap Aging staff will track on distribution sites, as well as requests

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for replenishing. Cristiana will work with Aging's Office Supervisor regarding tracking.

### **6. Council Member Report of Activities**

#### **a. 1/10<sup>th</sup> Community Advisory Committee – Charmaine Scott**

- Charmaine explained that the 1/10<sup>th</sup> Community Advisory Committee did not meet in April but are meeting tonight. They have been working on getting their proposal for 2-year subcontracts to County Commissioners in the next month, and they are hopeful that they will get approval in time for this year's round of applications.

#### **b. 2024 State Council on Aging (SCOA) Meeting – Susan Kerr**

- Susan explained that the May SCOA meeting is taking place next week. She shared April meeting materials with the Council and plans to share May's meeting materials.

#### **c. Kitsap Accessibilities and Public Works Transitions Plan**

- Ranae reached out to Christy Degeus and was told she is still waiting on approval for the Council to start. Christy will send an email to members when she receives approval.

#### **d. Council Member Report of Community Outreach**

- Steve has not heard back from the Kitsap Regional Library. Steve participated in a study for the Kaiser group regarding lung screenings and was asked for his opinion on how patients could be encouraged to be screened. Steve suggested using personal stories in advertising and help with transportation to and from lung screenings.
- Susan brought more pamphlets to her corner store. Susan would like to provide Senior Farmers Market Nutrition Program applications for them. Susan informed the Council that she will be moving outside of Kitsap county and June will be the last meeting she is attending. She will be stepping down from SCOA as well, so the Advisory Council will need to find a new Kitsap representative. She noted that SCOA doesn't meet during July or August so that will give the



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Council time to decide on a new representative.

- In addition to her work on the Social Isolation Subcommittee, Ann took part in a webinar hosted by Carly Seagren, DSHS Workforce Development High School Liaison, regarding the High School Home Care Aide Training Program. She's set up an appointment with the superintendent of her local school district to discuss the program.
- Sandra has been doing research through AARP Foundation and learned about the senior job program; some positions are available through organizations in Tacoma and Seattle. Stacey explained that ALTC participates in the program, with the position currently filled. Stacey offered Sandra assistance to learn more about the program.
- Barbara gave brochure packets to the Poulsbo Parks and Recreation department, who have recently employed a senior services staff member. They had a senior resource fair on Saturday held at the Poulsbo library. The event was well attended. She also brought packets to St. Micheals and will be going to the Kitsap Aging's Older Americans Month Brain Health presentation today provided by Jennifer Calvin-Myers.
- Cynthia had her taxes done during the AARP event at the Poulsbo library. Cynthia also attended a presentation by a former US Ambassador who coordinated relief efforts after the Haiti earthquake. He presented slides detailing how he brought different silos together to organize relief. His lecture gave her a number of ideas on how to expand her advocacy efforts.
- Karol attended a townhall in Poulsbo where representatives for Legislative District 23 spoke. The townhall was well attended, and Karol was impressed by the great teamwork shown by her representatives.

### **7. Aging Services**

- The Council reviewed the May Dashboard Report. Stacey stated that the revenue graph will be updated soon, as there will be an increase in funds on July 1 and the new WA Cares funds will be added to the graph. Ranae noted that that Care Transitions numbers seem to be increasing. Stacey explained that the blue line

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reflects referrals coming in from the hospitals, the green line reflects the number of clients needing only a limited amount of assistance from Information & Assistance, and the red line reflects clients receiving more in-depth assistance from the Care Transitions case manager to remain in their homes.

- Recruitment – Recruitment is ongoing for the RN case management position and two Medicaid case management positions. Interviews are scheduled for those positions this month.
- May Older Americans Month – Stacey described ALTC’s events for Older Americans Month. The first two events were virtual, “What does Kitsap Aging Information and Assistance offer me?” and “Alzheimer’s Basics” took place on May 6 and May 9, respectively. On May 11 ALTC had a booth at the KRL Senior Resource fair. This afternoon, Dementia Specialist Jennifer Calvin Meyers will be presenting “How do I keep my brain healthy as I age.” The final presentation “Medicare: What do I not know?” will be presented by the Peninsula Community Health State Health Insurance Benefits Advisors Team on May 29.

### **8. 2024 Advisory Council Calendar of Events**

- The Council reviewed the 2024 Calendar of Events. Steve asked if the Council would like to hold the June meeting as scheduled. Charmaine suggested an hour long meeting in June focused on updating bylaws, perhaps longer, if necessary. The Council was in agreement. Karol confirmed that an informal social gathering (no Council business) will take place on July 16 and suggested meeting earlier in the day.

## **ADJOURNMENT**

The meeting was adjourned at 1:32 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, and caregivers.** ~~The Lead Staff to the Advisory Council will consult with the nominating committee of the Advisory Council and the Administrator during the screening process of interested applicants. The full nominee list will be provided to the council membership for consideration of appointment. Council recommendations will be 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.

#### 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.

### 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 7<sup>th</sup> day of December 2015

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

---

**KATIE WALTERS, Chair**

---

**CHRISTINE ROLFES, Commissioner**

---

**CHARLOTTE GARRIDO, Commissioner**

ATTEST:

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Dana Daniels, Clerk of the Board

# 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
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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



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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

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### 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. 1/10<sup>th</sup> 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**

614 Division Street, MS-5

Port Orchard, WA 98366

Phone: (360) 337-7068 ♦ 1-800-562-6418 ♦ Fax: (360) 337-5746

### **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.

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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 7<sup>th</sup> day of December 2015

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

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**KATIE WALTERS, Chair**

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**CHRISTINE ROLFES, Commissioner**

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**CHARLOTTE GARRIDO, Commissioner**

ATTEST:

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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](mailto: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 1/10<sup>th</sup>% 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:

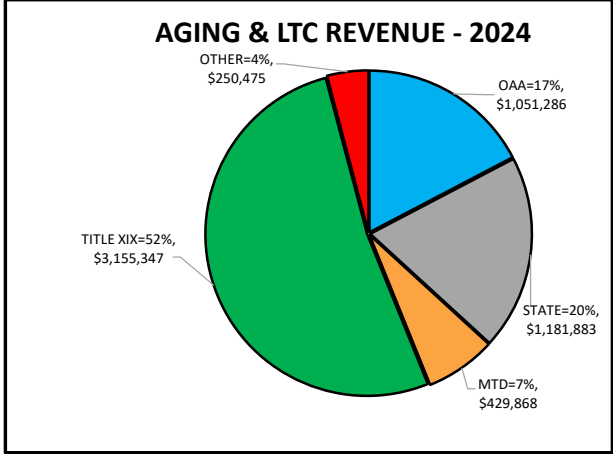
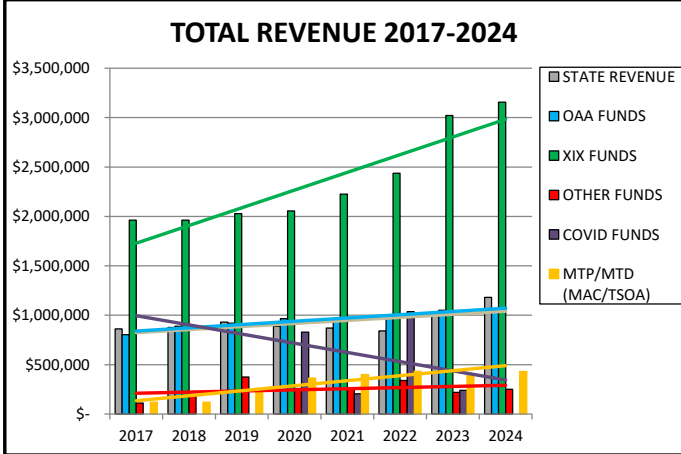
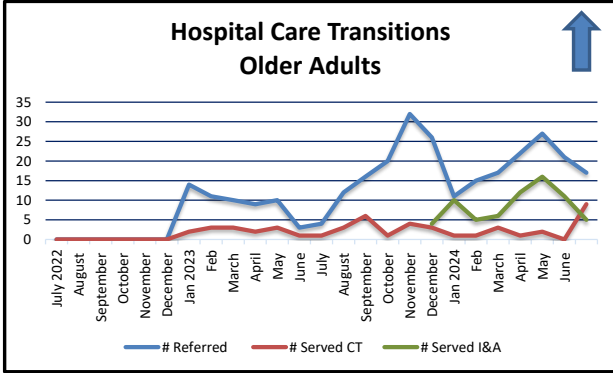
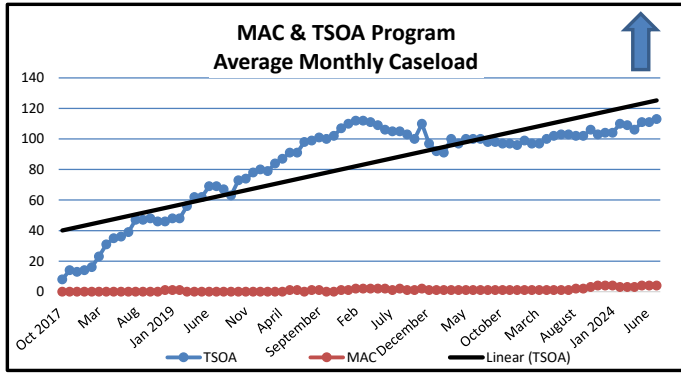
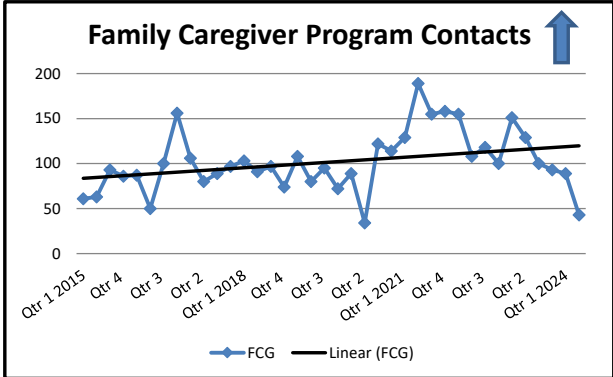
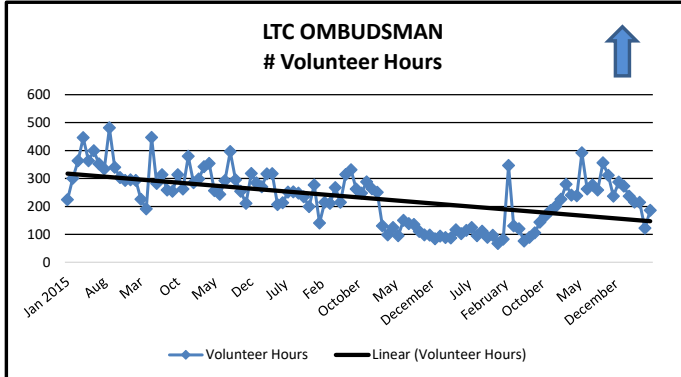
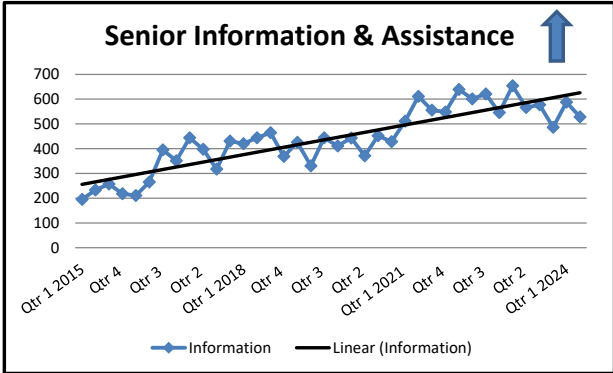
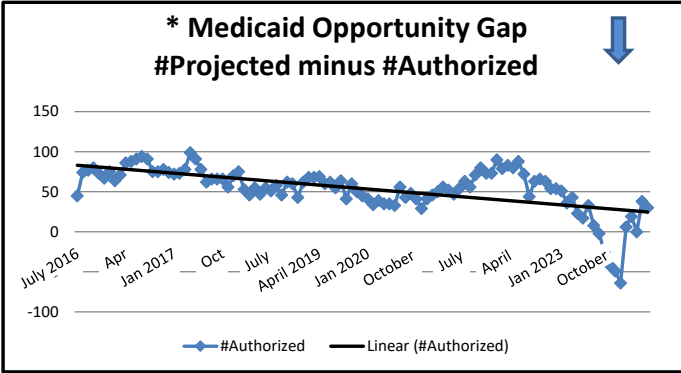
- |  |  |  |   |
|--|--|--|---|
| <input type="checkbox"/> American Indian           | <input type="checkbox"/> Samoan              | <input type="checkbox"/> Asian Indian          | <input type="checkbox"/> Other Pacific Islander |
| <input type="checkbox"/> Alaska Native             | <input type="checkbox"/> 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	<del>* Advisory Council from 11:30am- 1:30pm</del> 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

# 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

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### 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 16<sup>th</sup>
- b. Fall Senior Lobby conference- October 17<sup>th</sup>
- 12:20pm 7. Council Member Report of Activities- Outreach form (Attachment 3)
- a. 1/10<sup>th</sup> 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

# Kitsap County Division of Aging & Long Term Care Advisory Council

614 Division Street, MS-5

Port Orchard, WA 98366

Phone: (360) 337-7068 ♦ 1-800-562-6418 ♦ Fax: (360) 337-5746

## 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 Calhoun, 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. 1/10<sup>th</sup> Citizens Advisory Council- Charmaine Scott**

- Charmaine explained that the 1/10<sup>th</sup> 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                    |   |

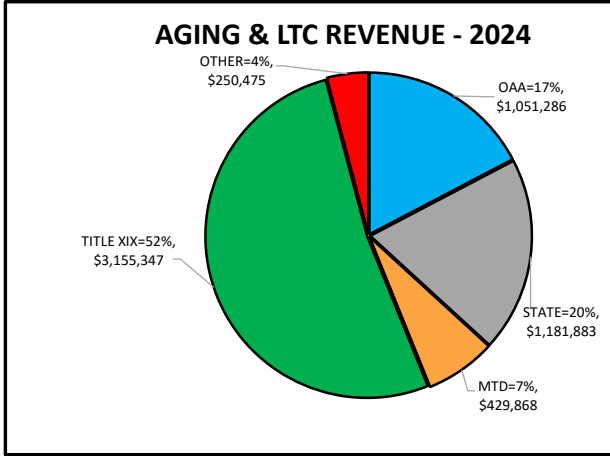
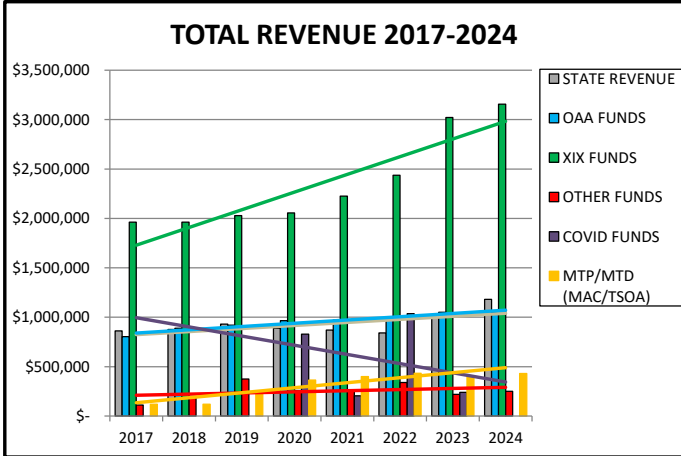
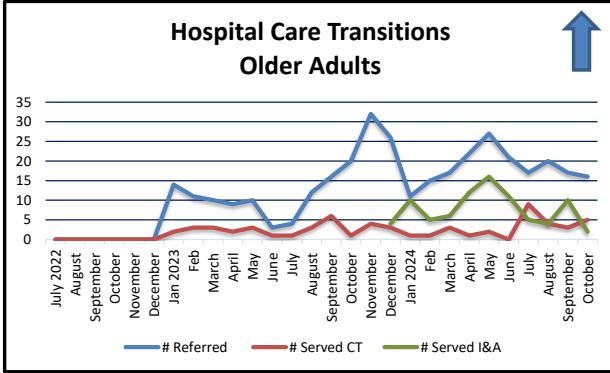
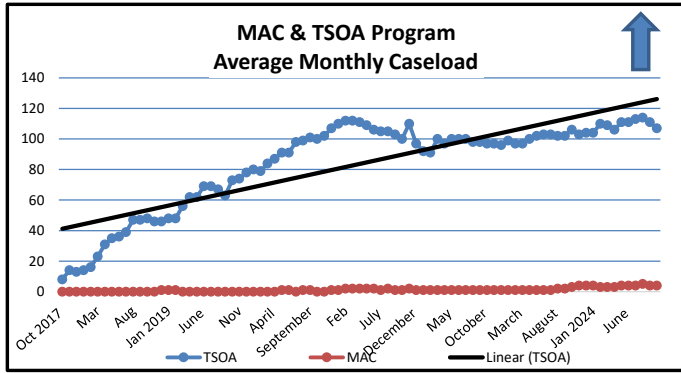
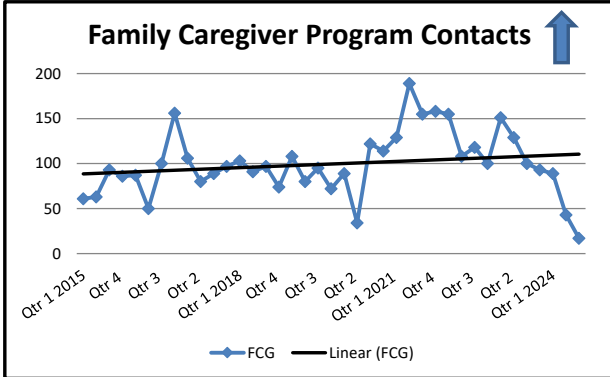
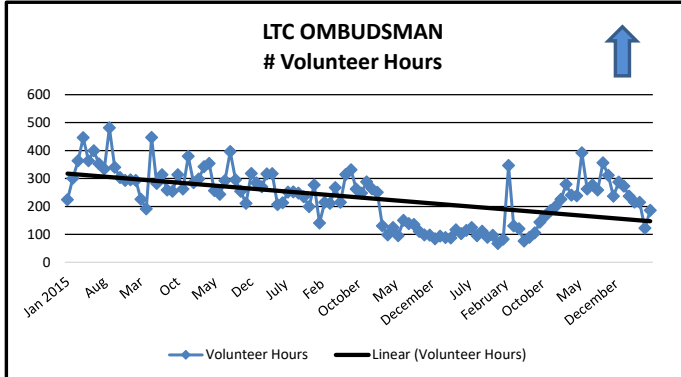
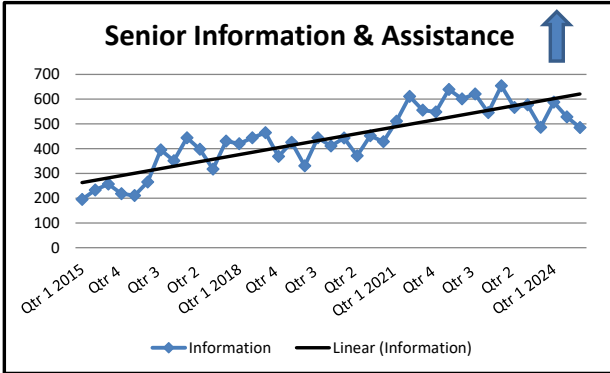
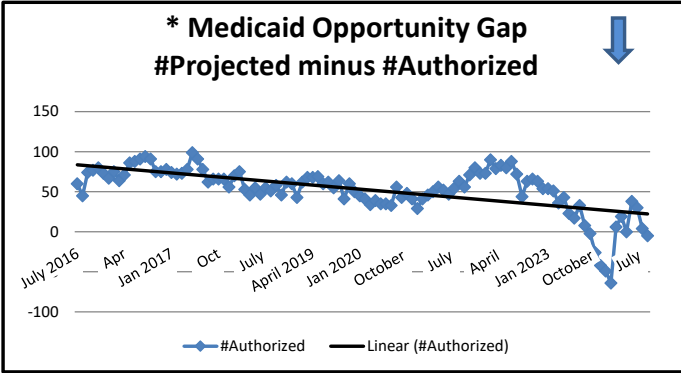
### 7. Race/Ethnicity- Targeted or in Attendance:

- |  |  |  |   |
|--|--|--|---|
| <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)	<del>* Advisory Council from 11:30am- 1:30pm</del> 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
<b>TIER 1: HIGH PRIORITY</b>			
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			
<del>4. Decrease social isolation for older adults.</del>	<del>Ongoing</del>	<del>High</del>	<del>Measure: Identify strategies for safe social connections for older adults and their caregivers</del>
<b>TIER 2: MODERATE PRIORITY</b>			
5. Review Council bylaws			Measure: Complete review by 8/30/2024
<b>TIER 3: LOW PRIORITY</b>			
<b>GOALS ON HOLD</b>			
<b>GOALS COMPLETED OR DELETED</b>			
2024 Decrease social isolation for older adults.	Completed		Measure completed. 2024 subcommittee launched distribution of Aging material to local PCP offices.

# 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:** December 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

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### 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. November Meeting Notes (Attachment 1) - Approval
- 11:35am 5. Updated Council Bylaws, status (Attachment 2)
- 12:00pm 6. 2025 Workplan (Attachment 3) - discussion
- 12:20pm 7. Council Member Report of Activities- Outreach form (Attachment 4)
- a. 1/10<sup>th</sup> 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**
- 12:45pm 8. Aging Services: Dashboard Report (Attachment 5)
- 2025 Dashboard New Metrics & Revenue- discussion
  - Recruitments
- 1:05pm 9. 2024 Advisory Council Business
- a. 2025 Officer Elections
- b. 2025 Calendar of Events (Attachment 6)
- c. Recruitment & Orientation for new membership
- d. Holiday Card – identify date to email
- 1:30pm ADJOURN

# Kitsap County Division of Aging & Long Term Care Advisory Council

614 Division Street, MS-5

Port Orchard, WA 98366

Phone: (360) 337-7068 ♦ 1-800-562-6418 ♦ Fax: (360) 337-5746

## November 19, 2024 Aging Advisory Council Meeting Minutes

### Zoom

#### 1. Convened at 11:32 a.m.

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

**Members Excused:** Karol Stevens, Elizabeth Safsten.

**Members Unexcused:** None.

**Guests Present:** None.

**Staff Present:** Stacey Smith, Cristiana Fillion.

#### 2. Public Address: None.

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

- Cynthia made a motion to approve the agenda, Laney seconded, and the agenda was approved.

#### 4. Approval of Minutes:

- Cynthia made a motion to approve the September meeting minutes. The motion was seconded by Laney. The minutes were approved.

#### 5. Review of Council Bylaws

- The Council reviewed the bylaws. Stacey explained that she sent the draft bylaws to Rebecca Pirtle, Volunteer Coordinator who provided suggested language. Stacey shared the updated version. Rebecca added language regarding unexcused absences and leaves-of-absence, elections, special meetings, and rules relating to the announcement of special meetings, and rules for members the public when attending and contributing to meetings.

## **Kitsap County Division of Aging & Long Term Care Advisory Council**

614 Division Street, MS-5

Port Orchard, WA 98366

Phone: (360) 337-7068 ♦ 1-800-562-6418 ♦ Fax: (360) 337-5746

- Cynthia moved to accept the Bylaws as modified, Linette seconded. All were in agreement. This final version will be sent back to Rebecca. She will then request approval from the Board of County Commissioners (BOCC).

### **6. October Conferences**

#### **a. W4A and SCOA conference**

- The w4a conference was primarily focused on increased funding for case managers and senior nutrition. Stacey explained that due to the Washington state budget deficit coming to light after the conference, w4a has decided to focus solely on senior nutrition funding.

#### **b. Fall Senior Lobby conference**

- Discussed topics of interest. Laney enjoyed the breakout groups.

### **7. Council Member Report of Activities**

#### **a. 1/10<sup>th</sup> Citizens Advisory Council- Charmaine Scott**

- Charmaine explained that the 1/10<sup>th</sup> Citizens Advisory Council provided their 2025 recommendations to the BOCC and received approval. There was one appeal, which was denied.

#### **b. Kitsap Accessibilities and Public Works Transitions Plan- Ranae Beeker**

- Ranae stated that Christie Degauss sent out the draft Kitsap County Public Works ADA Transitions Plan, and she had comments regarding rights-of-way. The ADA Transitions Plan Committee will begin meeting via Zoom in the first week of December.

#### **c. Council Member Report of Community Outreach**

- Steve attended the October conferences and has been doing research regarding transportation issues.
- Linette met with multiple Soroptimist groups and discussed aging issues and ways that they are connecting with their community and organizations.
- Cynthia handed out the November Caregiver Month workshop flyers at church.

## **Kitsap County Division of Aging & Long Term Care Advisory Council**

614 Division Street, MS-5

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Phone: (360) 337-7068 ♦ 1-800-562-6418 ♦ Fax: (360) 337-5746

- Ann handed out November Caregiver Month flyers and spread the word about the workshops. She also attended a dementia conference and shared some of the things she learned there.
- Laney shared online flyers with several groups and attended the October conferences.

### **8. Aging Services**

- The council reviewed the November dashboard report.
- Stacey informed the Council that there are current recruitments for an I&A technician, fiscal technician, fiscal analyst, and two new positions to support the WA Cares program. A new front desk receptionist started yesterday, and all other positions look like they'll be filled soon

### **9. 2024 Advisory Council Business**

#### **a. Reappointments and resignations**

- Sandra announced that she will not be seeking reappointment. Cynthia and Barbara will also not be seeking reappointment, and Ann will be leaving at the end of January. Rebecca Pirtle will be recruiting members for several Advisory Councils in January. Karol will be on a leave of absence through April. Charmaine and Steve are seeking reappointment.

#### **b. 2025 Calendar of Events**

- Stacey shared the 2025 Calendar of Events. Stacey asked the Council if they would like to hold meetings on the third Wednesday of each month, starting in January. The Council agreed. Time and format will remain the same.
- w4a webinar training is scheduled for January 21. Stacey will update the calendar.

#### **c. Holiday Picture**

- The Council took the holiday picture.

**Kitsap County Division of Aging & Long Term Care Advisory Council**

614 Division Street, MS-5

Port Orchard, WA 98366

Phone: (360) 337-7068 ♦ 1-800-562-6418 ♦ Fax: (360) 337-5746

**ADJOURNMENT**

The meeting was adjourned at 1:28 p.m.

---

Steve McMurdo, Chair

## **KITSAP COUNTY AREA AGENCY ON AGING ADVISORY COUNCIL BYLAWS**

Last amended and approved 6/26/2017  
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.

### **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 considered an unexcused absence. More than three unexcused absences by any member during any 12-month period may result in removal of the member by the Board of Commissioners.

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 and will not be allowed to vote.

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. Officers will be elected by a majority vote of the Council present.

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 not less than 24 hours prior to the time of the special meeting. A special meeting should be called only if necessary to conduct business that cannot wait until the next regularly scheduled meeting. The notice will be provided as soon as possible to members and must be publicly noticed on the Council's website. Every effort will be made to plan and distribute an annual calendar at the beginning of the calendar year.

Items may be placed on a meeting agenda by any member or by County staff. The Chair and staff will coordinate preparation of meeting agendas. The agenda will be distributed to members and the public at least five days prior to the regular meeting.

In the event any meeting is interrupted by an individual or individuals so as to render the orderly conduct of the meeting unfeasible and order cannot be restored by the removal of

the person or persons who are interrupting the meeting, the Chair may order the meeting room cleared and continue in session or may adjourn the meeting and reconvene at another location selected by the majority vote of the members. In such a session, final disposition may only be taken on matters appearing on the agenda. The Chair may readmit an individual or individuals not responsible for disturbing the orderly conduct of the meeting.

Any member of the public will be welcome to attend and provide input at Council meetings. Public comments will be encouraged and accepted verbally or in writing. Anyone who wishes to voice an opinion or present information or concerns to the Committee may attend meetings or contact either the Chair, the Vice-Chair, or staff. Arrangements will be made, and time will be allotted at meetings as appropriate to assure broad public participation.

### 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



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

**Meeting Days, Time and Location:** Third **Wednesday** of Each Month  
11:30 am – 1:30 pm  
**Hybrid virtual (Zoom) meetings**

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

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- Helping older persons enjoy better health through improved nutrition, health promotion and disease prevention education and activities;
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- 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
<b>TIER 1: HIGH PRIORITY</b>			
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
<b>TIER 2: MODERATE PRIORITY</b>			
<b>TIER 3: LOW PRIORITY</b>			
<b>GOALS ON HOLD</b>			
<b>GOALS COMPLETED OR DELETED</b>			
2024 Review Council Bylaws	Completed		Submitted final revisions November 2024 for BOCC approval

## 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                    |   |

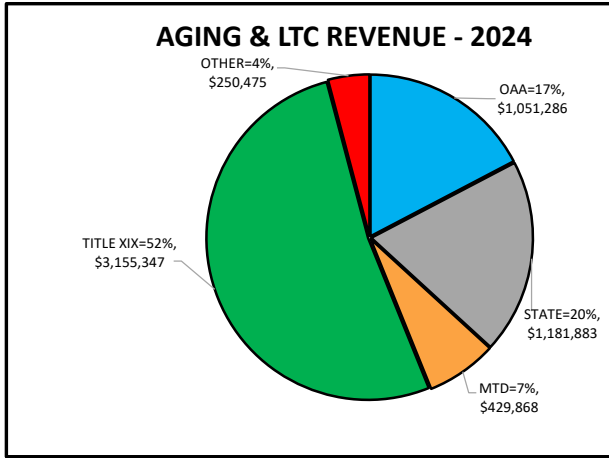
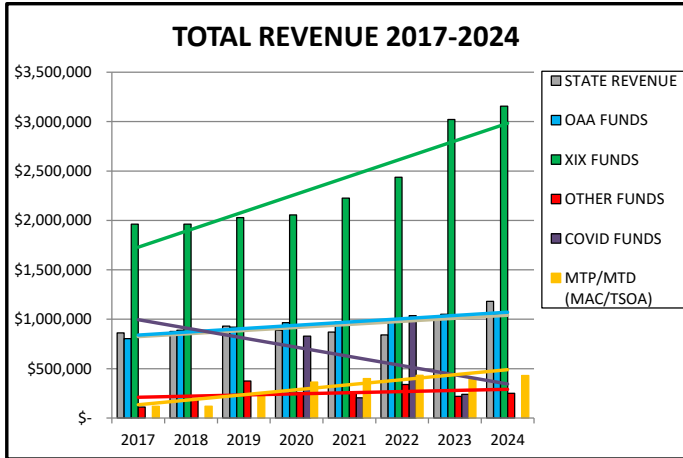
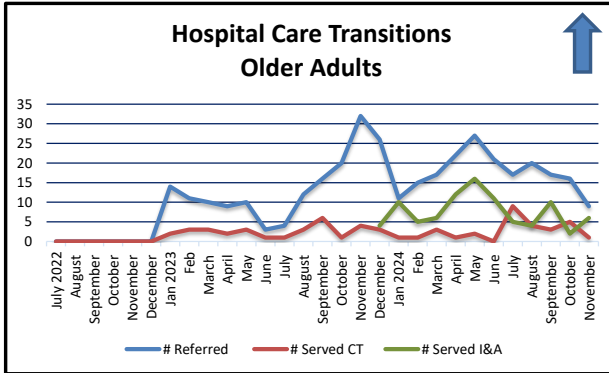
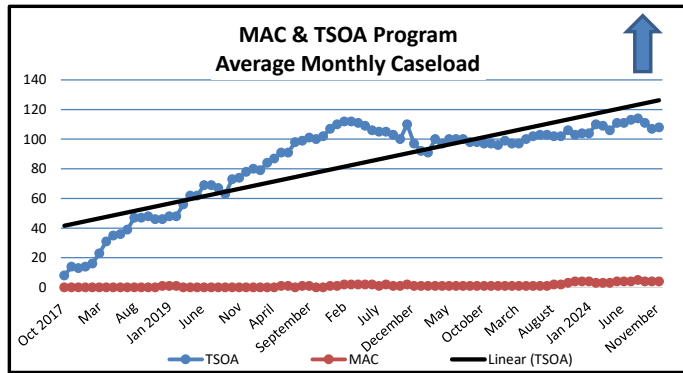
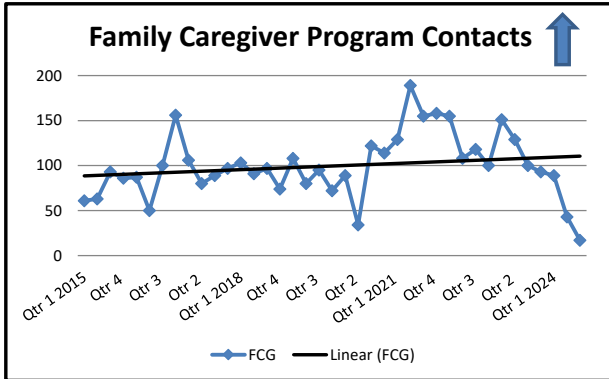
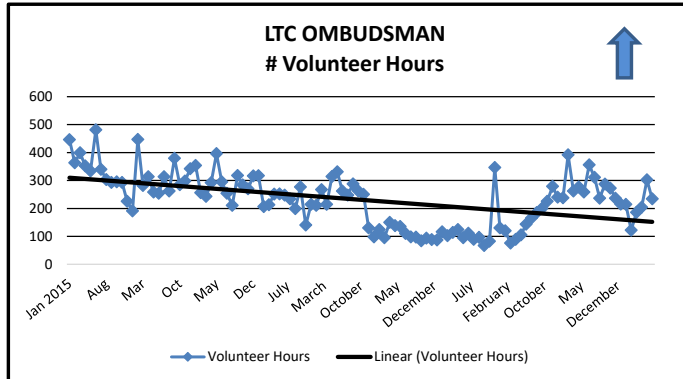
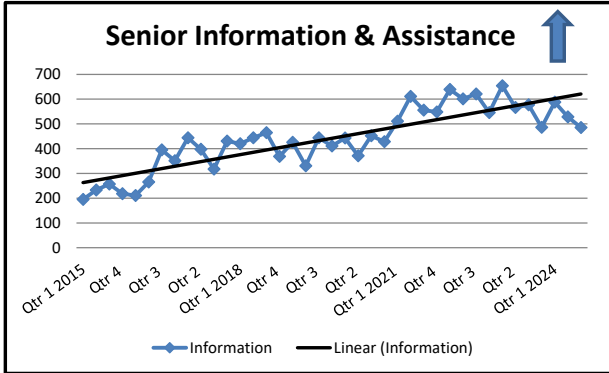
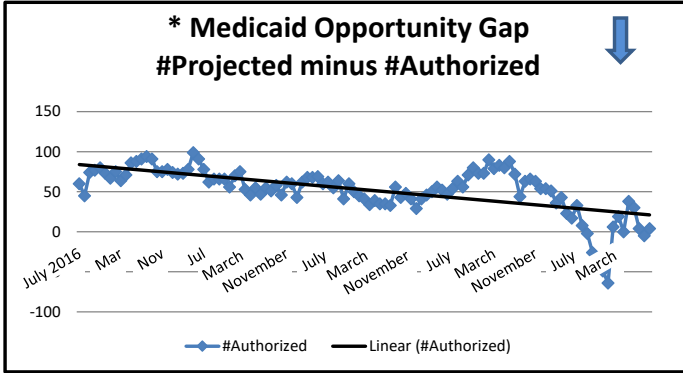
### 7. Race/Ethnicity- Targeted or in Attendance:

- |  |  |  |   |
|--|--|--|---|
| <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- December 2024



\* 1,146 caseload max

**Community Outreach Activities:**



## 2025 Advisory Council Meetings & Activities

January 13	WA Legislature Begins (ends April 27, 2025)
January 21	* w4a Legislative Training Webinar (insert time)
January TBD	* Advisory Council Legislative Planning meeting (insert time)
January 27-February 4:	* 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)	<del>* Advisory Council from 11:30am- 1:30pm</del> 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