

# 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:** January 15, 2025

**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
  5. Updated Council Bylaws, status
- 11:40am 6. Submitted 2025 Workplan (Attachment 2)
- a. Updated Outreach Form (Attachment 3) - discussion
  - b. January Legislative Activities, status of scheduled appointments
    - January 21 Advocacy webinar- 21<sup>st</sup> from Noon-1:00pm
    - Need to schedule planning meeting
  - c. Thank You card – review design
- 12:20pm 7. Council Member Report of Activities
- a. 1/10<sup>th</sup> Citizens Advisory Council- Charmaine Scott
  - b. Kitsap Accessibilities & Public Works Transitions Plan- Ranae Beeker
  - c. Council Member Report of Community Outreach
  - d. 2025 SCOA Meetings- **vacancy**
- 1:00pm 8. Aging Services: Dashboard Report (Attachment 4)
- 2025 Dashboard New Metrics & Revenue, discuss
  - Recruitments
- 1:25pm 9. 2025 Advisory Council Business
- a. 2025 Calendar of Events (Attachment 5)
  - b. Recruitment & Orientation for new membership
  - c. Kitsap County Ordinance- Public Meetings Code of Conduct (Attachment 6)
- 1:30pm ADJOURN

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

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## December 17, 2024 Aging Advisory Council Meeting Minutes

### Zoom

#### 1. Convened at 11:30 a.m.

**Members Present:** Steve McMurdo, Sandra Miles, Laney Calhoon, Ann Paoletti, Barabara Paul, Ranae Beeker, Linette Zimmerman, Cynthia Blinkinsop, Elizabeth Safsten.

**Members Excused:** Charmaine Scott, Karol Stevens.

**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.

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

#### 4. Approval of Minutes:

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

#### 5. Updated Council Bylaws—Status

- Stacey explained that Rebecca Pirtle approved the finalized bylaws, and they will be presented to the Board of County Commissioners (BOCC) at the January 13 meeting. Stacey will provide an update during January's Council meeting.

#### 6. 2025 Workplan

- The council reviewed the 2025 Workplan draft. Stacey stated that the Workplan must be submitted by February. The time, location, and year were updated. Goal 1 (advocacy) will remain unchanged as an ongoing, high-priority goal. Goal 2 (strengthen relationships with elected officials) remains unchanged. A new Goal 3

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was created: “Fill Council Vacancies”. With four upcoming Council member vacancies, recruitment will be a high priority in the upcoming year. Goal 4 (social isolation) previously Goal 3, will remain ongoing and high-priority. The Council added “Promote strategies to combat” to the goal title “Decrease social isolation for older adults. The 2024 goal, “Review Council Bylaws” has been completed. Stacey will submit the Workplan to Rebecca.

### 7. Council Member Report of Activities

- a. 1/10<sup>th</sup> Citizens Advisory Council- Charmaine Scott
  - No report- Charmaine was not in attendance.
- b. Kitsap Accessibilities and Public Works Transitions Plan- Ranae Beeker
  - Ranae attended a meeting where Christy DeGeus gave an overview of the Public Works ADA Transition Plan for county unincorporated areas. The plan discusses the ways ADA compliance will impact roadways, sidewalks, crosswalks, etc., the costs associated with these projects, and how planners prioritize each project. Christy is open to meet with Advisory Councils and Ranae will reach out to her to coordinate a meeting date with this Council. Considering the time the Council will be spending on Advocacy early in the year, Stacey foresees meeting in March or April.
- c. Council Member Report of Community Outreach
  - Steve wrote to Rep. Derek Kilmer and House Speaker Mike Johnson in support of the Older Americans Act. He will send the letter to the rest of the Council.
  - Barbara shared the monthly Caregiver Newsletter and provided information on the Care Transitions program.
  - Ranae attended a HEAL event and met Habitat for Humanity’s new volunteer coordinator Mary VonRanker. The event had many booths for different organizations and programs. Ranae plans to distribute materials at the next event.
  - Elizabeth has shared information on services online. She added that she will soon be leaving her position at the Washington State Department of

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Transportation and moving to the Department of Social and Health Services as part of the Behavioral Health Administration.

- Cynthia stated that she's been delivering supplies to isolated seniors. She also visited a long-term care facility.
- Ranae, as part of her membership on the Accessibilities committee, has been working with a representative from the Kitsap County Parks Department to plan walks and trail events.
- Laney attended County Commissioner Charlotte Garrido's retirement party and met the incoming Commissioner, Oran Root.

### d. 2024 SCOA Meeting

- Stacey reminded the Council that there is an open seat for the State Council on Aging, and asked members to let her know if they are interested.

## 8. Aging Services

- The council reviewed the December dashboard report. The revenue graph will be in January. Stacey asked if there are any graphs the Council would like to add or remove from the report. The Council discussed removing ombuds volunteer hours and adding website traffic, if possible. Cristiana will look for the number of website visits for the last quarter.

## 9. 2024 Advisory Council Business

### a. 2025 Officer Elections

- Laney moved that Steve continue as Chair; Ranae seconded, and all were in favor. Laney volunteered to be Vice-Chair. Barbara made a motion and Ranae seconded. All were in favor.

### b. 2025 Calendar of Events

- The Council reviewed the 2025 Calendar of Events. January will be very busy as the Council prepares for the 2025 Legislative Advocacy Days. Stacey explained that the legislative session begins January 13, and the w4a Legislative training webinar will take place on January 21. Stacey would like

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to set a date and time for a planning meeting. The Legislative Advocacy days begin on February 4.

c. Recruitment and Orientation

- Rebecca Pirtle will start recruitment for multiple Advisory Councils in January.

d. Holiday Card

- Cristiana shared two holiday card samples. The council selected holiday card that will be distributed by staff.

### **ADJOURNMENT**

The meeting was adjourned at 1:39 p.m.

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Steve McMurdo, Chair



## 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

**Advisory Council Vice Chair:** Laney Calhoon

**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.

2025 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 people 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	Ongoing	High	Measure: Fill vacancies
4. Promote strategies to combat social isolation.	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>			
5. Update Kitsap Aging Outreach form		Low	Revise to make more user friendly for reporting outreach activities.
<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:

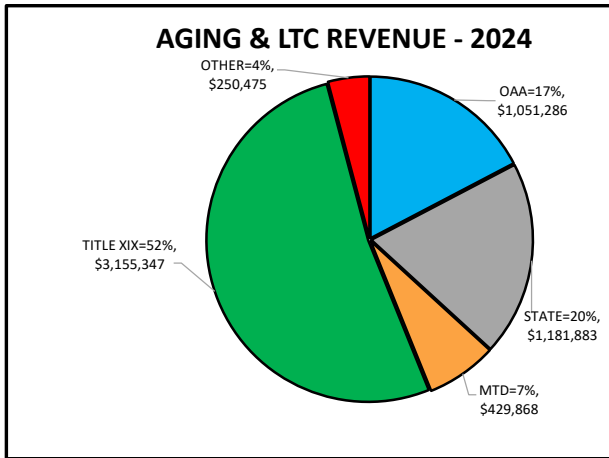
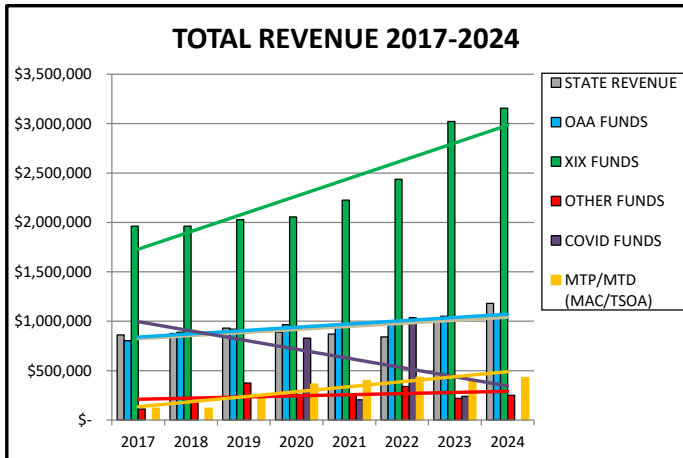
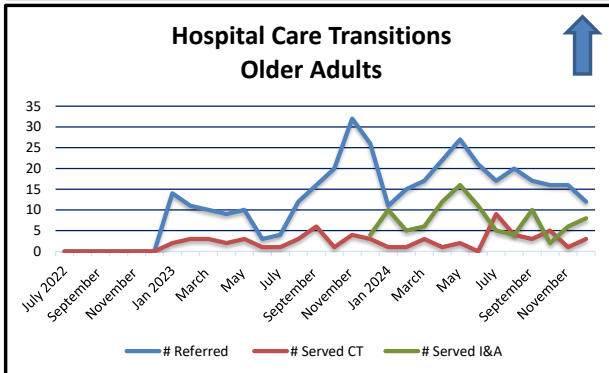
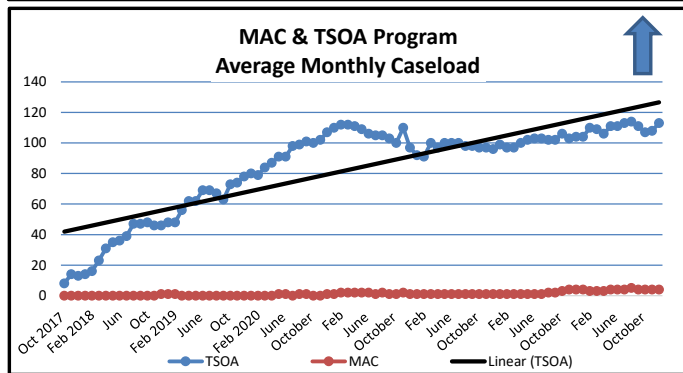
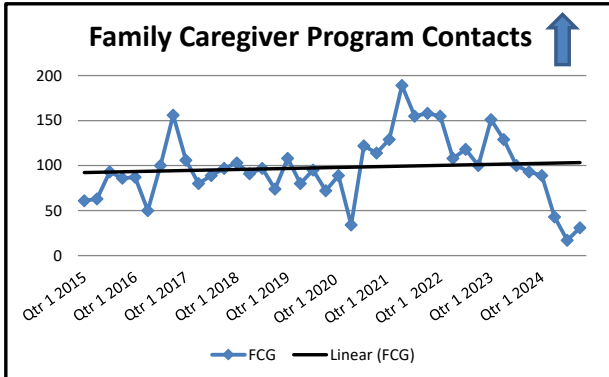
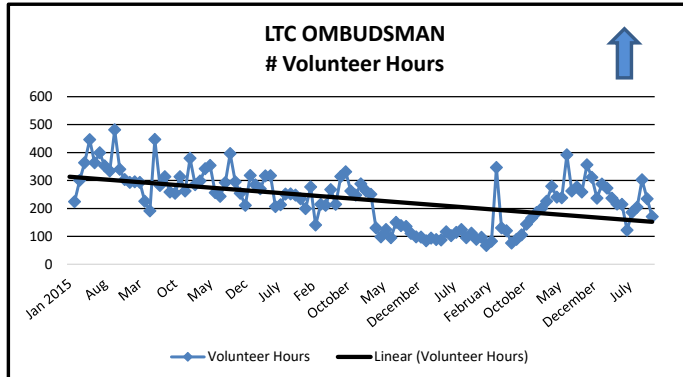
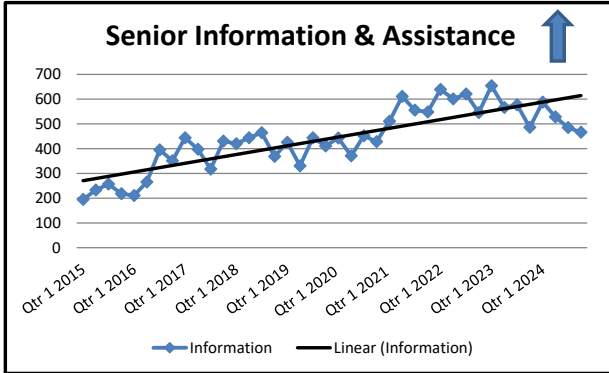
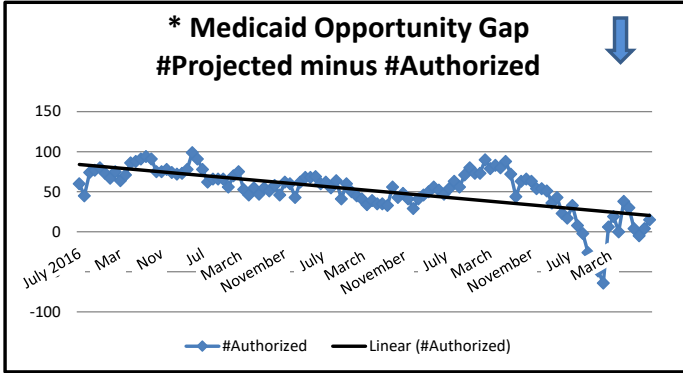
- |  |  |  |   |
|--|--|--|---|
| <input type="checkbox"/> American Indian           | <input type="checkbox"/> Samoan              | <input type="checkbox"/> Asian Indian          | <input type="checkbox"/> Other Pacific Islander |
| <input type="checkbox"/> Alaska Native             | <input type="checkbox"/> 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- January 2025



\* 1,146 caseload max

**Community Outreach Activities:**

January 22: Program Overview with EasterSeals (6:00pm zoom)

January 28: Project Connect, Silverdale Newlife Center (10:00am- 2:00pm)

January 29: Project Connect, Bremerton Salvation Army (10:00am- 2:00pm)

January 30: Project Connect, Port Orchard United methodist Church (10:00am- 2:00pm)

## 2025 Advisory Council Meetings & Activities

January 13	WA Legislature Begins (ends April 27, 2025)
January 15	* Advisory Council from 11:30am- 1:30pm
January 21	* w4a Legislative Training Webinar (Noon-1:00pm)
January TBD	* Advisory Council Legislative Planning meeting (insert time)
February 3-7:	* w4a Advocacy Days (appointments with elected officials)
February 19 (Wed)	* Advisory Council from 11:30am- 1:30pm
February 20:	Spring Senior Lobby Day
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 Area Plan Update presentation
September 17 (Wed)	* Advisory Council from 11:30am- 1:30pm
October 15 (Wed)	<del>* Advisory Council from 11:30am- 1:30pm</del> CANCELLED 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



Meeting Date: December 2, 2024  
Agenda Item No:

**Kitsap County Board of Commissioners**

**Department:** Commissioners Office  
**Staff Contact:** Eric Baker, Deputy County Administrator  
**Title:** AN ORDINANCE ESTABLISHING A PUBLIC CODE OF CONDUCT IN COUNTY BUILDINGS OR MEETINGS

**Recommended Action:** Approve the Ordinance establishing a Public Code of Conduct for County Buildings or Meetings

**Summary:** To ensure clarity and consistency regarding expectations of public conduct in the Kitsap County Administration Building premises and public meetings, this Ordinance is established. The Ordinance sets forth actions unlawful in the Administration Building and public meetings, the process for their enforcement and the potential implications of those actions.

**Attachments:** 1) Ordinance

**Fiscal Impact**

<b>Expenditure required for this specific action:</b>	0
<b>Total cost including all related costs:</b>	0
<b>Related Revenue:</b>	0
<b>Cost Savings:</b>	0
<b>Total Fiscal Impact:</b>	0
<b>Source of Funds:</b>	NA

**Fiscal Impact (DAS) Review**

**Departmental Coordination**

<b>Department</b>	<b>Representative</b>	<b>Recommendation/Comments</b>
Torie Brazitis	County Administrator	

**Contract Information**

<b>Contract Number</b>	<b>Date Original Contract or Amendment Approved</b>	<b>Amount of Original Contract Amendment</b>	<b>Total Amount of Amended Contract</b>



**ORDINANCE NO. \_\_\_\_\_****AN ORDINANCE ESTABLISHING  
A PUBLIC CODE OF CONDUCT IN COUNTY BUILDINGS OR MEETINGS**

WHEREAS, the First Amendment of the U.S. Constitution and the Washington State Constitution Article I, Sections 4 and 5 protects the rights of freedom of speech and assemblage ;

WHEREAS, the board of county commissioners recognizes that freedom of speech is an important right that is a hallmark of a democratic society and recognizes the importance of remaining vigilant in protecting free speech even when establishing reasonable viewpoint-neutral restrictions for limited public forums;

WHEREAS, county meetings, access to the county building, and other limited public forums may be subject to reasonable time, place, and manner regulations of conduct to preserve the intended purpose of the same;

WHEREAS, the board seeks to encourage the public to participate in county meetings and to access county resources, while discouraging disruptive conduct and other prohibited behaviors that interfere with county business or county meetings or pose a risk to the safety and security of county employees and members of the public who work in or use the county building and attend county meetings.

WHEREAS, the board reserves the right to prohibit certain conduct in public meetings and in the county building in which county business is being actually disrupted as authorized by RCW 42.30.050 and other laws.

WHEREAS, this ordinance is intended to be viewpoint neutral for the purpose of governing decorum when accessing a county building, attending a county meeting or other limited public forum, not to regulate protected speech based on the viewpoints expressed; and

WHEREAS, in the interests of transparency, the board desires to adopt this ordinance to establish and provide notice of a public code of conduct in the county building and county meetings.

BE IT ORDAINED:

- Section 1. Kitsap County Code Chapter 3.02, ‘Public Code of Conduct in County Buildings, Meetings’ as identified in Attachment 1 is adopted.
- Section 2. Effective Date. This ordinance shall take effect immediately.
- Section 3. Severability. The provisions of this ordinance are severable. If a court determines that a word, phrase, clause, sentence, paragraph, subsection, section, or other provision is invalid or unconstitutional, or that the application of any part of the provision to any person or circumstance is invalid or unconstitutional, the

remaining provisions and the application of those provisions to other persons, entities or circumstances shall not be affected.

**ENACTED** this \_\_\_\_ day of \_\_\_\_\_, 2024.

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

\_\_\_\_\_  
**KATHERINE T. WALTERS**, Chair

\_\_\_\_\_  
**CHRISTINE ROLFES**, Commissioner

\_\_\_\_\_  
**CHARLOTTE GARRIDO**, Commissioner

ATTEST:

\_\_\_\_\_  
Dana Daniels, Clerk of the Board

**ATTACHMENT 1**  
**CHAPTER 3.02**  
**PUBLIC CODE OF CONDUCT IN COUNTY BUILDINGS OR MEETINGS**

Sections

- 3.02.010 Purpose and intent
- 3.02.020 Definitions
- 3.02.030 Prohibited conduct in a county meeting
- 3.02.040 Prohibited conduct in a county building
- 3.02.050 Trespassed from county building and/or county meetings.
- 3.02.060 Trespass notice, administrative appeal
- 3.02.070 Penalties
  
- 3.02.010 Purpose and intent

The purpose of this ordinance is to identify minimum standards of conduct for the public while accessing the county building and/or when attending county meetings to prevent disruptive behavior and maintain peace in the public workplace and protect the safety and security of county employees and members of the public who work in or use the county building and attend county meetings.

3.02.020 Definitions.

- A. The following definitions shall apply to this chapter.
1. “County” means Kitsap County, Washington.
  2. “County administrator” means the Kitsap County Administrator, Deputy County Administrator or designees.
  3. “County building” means the internal and external premises of the Kitsap County Administration Building located at 619 Division Street, Port Orchard, WA.
  4. “County meeting” means a meeting of a County board, committee, or commission when the meeting is open to the public under chapter 42.30 (Open Public Meetings Act) RCW.
  5. “County official” means a county elected or appointed official, or the county administrator, county department head, or county department supervisor or manager or designee.
  6. “Member” means a member of a Kitsap County board, committee, or commission.
  7. “Presiding officer” means the chair or acting chair for the county meeting who by the nature of the position has the authority to exclude a person from attending the county meeting for violating this chapter.

3.02.030 Prohibited conduct in a county meeting.

- A. It is prohibited for a person to do any of the following in a county meeting:
1. Engage in prohibited conduct that actually disrupts, disturbs, or otherwise impedes the orderly conduct of a county meeting.
- B. Prohibited conduct includes any of the following in a county meeting:
1. Speaking without being recognized by the presiding officer;



2. Continuing to speak after the allotted time has expired;
3. Speaking on an item at a time not designated for discussion by the public;
4. Speaking on an issue not within the authority or jurisdiction of the county;
5. Attempting to engage the audience rather than presenting to the members;
6. Throwing objects;
7. Refusing to stop the conduct prohibited in subsection A after being instructed by the presiding officer to do so; or
8. Disobeying any lawful direction of the presiding officer.

C. Enforcement. If a person engages in prohibited conduct:

1. The presiding officer of the county meeting will warn the person to discontinue the prohibited behavior. If the person continues the prohibited conduct after receiving a warning, the presiding officer may instruct the person to leave the meeting.
2. If the person refuses to leave or does not leave, or returns to, the county meeting after being instructed to do, the presiding officer may have the person removed from attending the remainder of that county meeting.
3. Nothing in this section prohibits the immediate removal of any person, without prior warnings, if the person presents an actual or imminent threat of harm to any person or property.
4. Nothing precludes the removed person from attending that meeting via an available electronic format.

D. In the event the interruption of any meeting by a group of persons makes the orderly conduct of a meeting unfeasible and order cannot be restored by the removal of group, the presiding officer may order the meeting room cleared and continue in session or may adjourn the meeting and reconvene at another location selected by majority vote of the members as provided in RCW 42.30.050.

3.02.040 Prohibited conduct in a county building.

A. It is prohibited for a person to do any of the following inside a county building:

1. Engage in behavior that actually disrupts, disturbs, or otherwise impedes the orderly conduct of county business;
2. Engage in behavior that actually unreasonably interferes with others' access or use of a county building;
3. Enter any restricted area in a county building that is not open to the public unless the person has been invited to the restricted area by an authorized county employee and accompanied by a county representative, if applicable;
4. Actually disrupt, disturb, or impede the ability of a county employee or a member of the public from conducting county business;
5. Any act that presents an actual or imminent threat of harm to any person or property;
6. Obstructing or unreasonably interfering with the ability of a county employee or member of the public from freely entering, exiting, or moving about a county building or county office;
7. Entering or failing to leave a county building when instructed to leave or when the building is closed to the public; or

8. Causing or making unnecessary loud noise, shouting or yelling; challenging to fight or fighting any person.

B. Enforcement. If a person engages in conduct identified in subsection A:

1. A county official shall warn the person to discontinue the prohibited conduct. If the person continues the prohibited conduct after receiving a warning, the county official may instruct the person to leave the building. If the person refuses or does not leave after being instructed to do so, the county official may have the person removed.
2. Nothing in this section prohibits the immediate removal of any person, without prior warnings, if the person presents an actual or imminent threat of harm to any person or property.
3. Nothing precludes the removed person from conducting county business via an available electronic format.

3.02.050 Trespassed from county building, meeting

- A. A person who engages in conduct prohibited by this chapter in a county building may be trespassed by the county official or the county administrator from accessing one or more county buildings for a specified period of time.
- B. A person may be trespassed by the county official or county administrator from being present at future county meeting when the individual presents a legitimate public safety concern (actual or imminent threat of harm).

3.02.060 Trespass Notice, Administrative Appeal

- A. As legal advisor to the county, the civil division of the prosecuting attorney's office should be consulted prior to issuance of a trespass notice.
- B. The trespass notice issued pursuant this section shall contain the following information:
  1. Name of person trespassed;
  2. Date notice is issued and effective date, if different than issue date;
  3. Identify the behavior and the violation the person is alleged to have committed;
  4. Identify the location(s) in the building, the building, and/or county meetings from which the person is excluded;
  5. Duration of the trespass notice, which may range from one day to one year;
  6. Method to appeal, including the address and time frame to appeal; and
  7. Warning that violation of the trespass notice is a criminal act, in violation of chapter 9A.52 RCW.
- C. The person trespassed has 10-business days from receipt of the notice to administratively appeal to the trespass notice in writing to the County Administrator. The county has 10-business days from receipt of the written appeal to provide a written response. The county may affirm, modify, terminate, or reverse the prohibition. The decision of the county is final. The trespass notice shall remain in effect while the appeal is pending.
- D. Should the trespassed person need physical access to the county building for business matters that cannot be conducted electronically, or to attend a county meeting during the trespassed

period, he/she may contact the person designated in the trespass notice to obtain approval for such access and an escort. If county reasonably believes the person presents an imminent danger to individuals in the county building or county meeting, physical access may be denied.

### 3.02.070 Penalties

The remedies and penalties set forth in this chapter are non-exclusive and the county may seek any and all legal and equitable relief permitted by law. A violation of any provision of this chapter may be pursued as a civil infraction as provided in chapter 2.116, or a criminal violation as provided in chapter 1.12, of the Kitsap County Code.