

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) 337-5747

Advisory Council Meeting

Date: February 18, 2026

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&omn=84082273304>

Meeting ID: 360-337-5624 **Passcode:** 98366

Phone Dial-in: 1 (253) 215-8782 **Meeting ID:** 360 337 5624 **Password:** 98366

A G E N D A

- 11:30am 1. Call To Order
2. Introduction of Council members and public members- expectations for public input (reference page 2 for protocols during hybrid meetings)
3. Public Comments
4. Meeting Agenda- Approval
5. January Meeting Notes (Attachment 1) - Approval
- 11:45am 6. Debrief 2026 Legislative Session
- 12:15pm 7. 2026 Workplan Goal: Align Bylaw membership to OAA sectors (Bylaws: Attachment 2)
- a. 2026 Workplan, submitted 1.21.2026 (Attachment 3)
- 12:30pm 8. Council Member Report of Activities - Outreach form (Attachment 4)
- a. 1/10th Citizens Advisory Council- Charmaine Scott
- b. Kitsap Accessibilities & Public Works Transitions Plan- Ranae Beeker
- c. Member Report of Community Outreach
- 1:00pm 8. Aging Services
- a. Dashboard (Attachment 5)
- b. 2026 Project Deadlines:

Month	Activity
February	HRSN service launch (nutrition)
March	Area Plan Community Survey
April	State Auditors Review- Aging cluster
May	Older Americans Month workshops
July	WA Cares launch; new Grievance System
August	HCLA Program Monitoring
October	Submit Area Plan & Request for Proposals- Nutrition & Kinship

- 1:20pm 9. 2026 Advisory Council Business
- a. 2026 Calendar of Activities (Attachment 6)
- Spring Lobby- February 19

1:30pm ADJOURN

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Instructions for members of the public during a hybrid meeting:

To provide public comment during the meeting, click on the hand icon at the bottom of the screen to “raise your hand.” The chair, or designee, will call upon the attendee to speak at the designated time.

Public comment may also be submitted in advance to be read by staff or the chair during the meeting. Email comments by 12:00 p.m. the day before the meeting to Stacey Smith at sasmith@kitsap.gov

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January 21, 2025 Aging Advisory Council Meeting Minutes

Zoom

1. Convened at 11:31 a.m.

Members Present: Charmaine Scott, Steve McMurdo, Ranae Beeker, Laney Calhoon, Dr. Kenneth Klein, Theresa Lambert, Susan Nolan, Linda Navage.

Members Excused: None.

Members Unexcused: Elizabeth Safsten, Linette Zimmerman

Guests Present: None.

Staff Present: Stacey Smith, Cristiana Fillion.

2. Introduction of Council Members and members of the public: None.

3. Public Comments: None.

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

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

5. Approval of Minutes:

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

6. Debrief Legislative Sessions

- The Council discussed the recent legislative meetings. Stacey was pleasantly surprised by the camaraderie shown during the meetings and has already sent emails including the Council thank-you card. Stacey shared that AARP recently published an article promoting health homes and shared that Cathy MacCaul, Advocacy Director at AARP Washington, has asked to join the meetings on the 26th.
- This afternoon, there is a late meeting with Rep. Tarra Simmons from the 23rd District, and Ranae will be the speaker. Stacey is preparing for Thursday's meeting with Rep. Greg Nance at 2 p.m. Rep. Nance is very familiar with the

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Council's work, so it will likely be a positive conversation. Due to a conflict, Rep. Michelle Valdez will be unable to attend the Council's final legislative meeting. Her legislative aide, LJ, will participate in her place and ensure the information is conveyed to her. Stacey will follow up with a thank-you message and the two-page summary.

7. 2026 Workplan

- Stacey explained that the 2026 workplan must be submitted by February 9. Stacey updated the year to 2026 and added Charmaine as Vice Chair. The Council reviewed the workplan.
- Goal #1 has been an ongoing goal. It focuses on Council members working as ambassadors in our community. Measure B was updated to read "Document efforts with the monthly outreach form."
- Goal #2 was left as-is.
- Goal #3 formerly "Fill Council vacancies" was updated to "Align Aging Advisory Council membership to new Older Americans Act requirements," and was changed from "ongoing" to "one-time." The measure was updated to read "Update Bylaws to align with membership requirements of Older Americans Act. Added measure "Approve revised bylaws by Board of County Commissioners." The goal was moved to Moderate priority.
- Goal #4 was moved to Goals on Hold.
- Roster – Stacey compared the Council roster against the Older Americans Act (OAA) list of required sectors. The council reviewed. Stacey thinks an argument can be made to count the Board of County Commissioners (BOCC) as elected officials given that they approve the bylaws and Workplans. The Council does not have representation as tribal member, kinship caregiver or the caregiver of a disabled younger adult, and a younger disabled person.

8. Council Member Report of Activities

- a. 1/10th Community Advisory Committee- Charmaine Scott

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- Charmaine stated that the Committee had a meeting on Tuesday where they discussed the new contracts for 2026 and updated executive officers for the year.
- b. Kitsap Accessible Communities Advisory Committee- Ranae Beeker
 - Ranae informed the Council that their Committee's solstice walk went well. They will be starting off the year with a human rights rally in March at Olympic College. Planning has started for a Clear Creek Trail walk and a Bikes for All event.
- c. Council Member Report of Community Outreach
 - Theresa volunteers at Second Season, a thrift store which supports the North Kitsap Fishline. Donations have increased significantly. Theresa asked the manager for a figure showing how much the shop contributes, and it turns out \$673,000 has gone to Fishline
 - Laney gave an overview of Aging and Long Term Care's (ALTC) services to a family caregiver.
 - Linda has also shared information on ALTC services. She stated that the Aging Mastery program is currently on hold as the logistics are worked out.
 - Steve has been getting a lot of responses from his USAging posts on social media.
 - The League of Women Voters did not meet in December, but Susan will be bringing the two-pager to their next meeting.

9. Aging Services

- The Council reviewed the January Dashboard Report.
- Stacey informed the Council that the Medicaid Alternative Care and Tailored Supports for Older Adults numbers may stay the same or go down due to the current statewide pause on the programs.
- Area Plan Preparation – Stacey explained all Area Agencies on Aging are expected to submit a four-year strategic plan. Kitsap Public Health is assisting with a community survey which will be released in March. A presentation will be given to this Council during the June meeting, along with other public forums.

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During the August Council meeting, ALTC will ask Council members to review the draft Area Plan. In September a final presentation will be given to the Council, and the Council will be asked to approve the plan. Then there will be a public hearing with the Board of County Commissioners. Once they have approved the plan, it will finally be submitted to the Home and Community Living Administration (HCLA) in October.

- 2026 Projects and Staff Updates – In addition to Area Plan, ALTC will also be updating their policy and procedures manual. In January or February the Health-Related Social Needs (HRSN) program will begin. This program will provide nutrition support to Medicaid recipients of all ages. In April ALTC will begin a deep dive to prepare for the HCLA audit taking place in August. Additionally, ALTC has created a new WA Cares team in preparation for the July program launch.
- Stacey informed the Council that she plans to transition from her position as Director of the Division of Aging and Long Term Care at the end of 2026. She plans to train her successor for one to three months prior to her departure. Her position will be posted in late summer.

10. 2026 Advisory Council Business

- a. Additional Legislative Appointments – Discussed earlier in the meeting.
- b. Orientation – New member orientation is tentatively scheduled for February 13. All Council members are welcome.
- c. 2026 Calendar of events – The Council reviewed the 2026 Calendar of Events. The Spring Senior Lobby is taking place on February 19 and will likely be an all-day virtual event. Stacey will keep the council updated on any changes.

ADJOURNMENT

The meeting was adjourned at 1:22 p.m.

Steve McMurdo, Chair

RESOLUTION NO. 017 -2025

**AMENDMENTS TO THE AREA AGENCY ON AGING ADVISORY COUNCIL
BYLAWS**

WHEREAS, the Kitsap County Board of Commissioners advocates public participation and supports and encourages citizen involvement in all matters of County Government; and

WHEREAS, the Kitsap County Division of Aging & Long-Term Care, as an Area Agency on Aging, is required to maintain an Advisory Council, pursuant to the Older Americans Act, Public Law 89-73; and

WHEREAS, county advisory groups periodically review their bylaws to ensure they reflect current governance of the group and these amendments must be approved by the Board of County Commissioners; and

WHEREAS, the Area Agency on Aging Advisory Council amended its bylaws and voted to approve these November 24, 2024 and seek final approval from the Board of County Commissioners.

NOW THEREFORE, BE IT RESOLVED BY THE KITSAP COUNTY BOARD OF COMMISSIONERS that the bylaws amendments are approved.

Adopted this 27th Day January 2025

BOARD OF COUNTY COMMISSIONERS
KITSAP COUNTY, WASHINGTON

Christine Rolfes

CHRISTINE ROLFES, Chair

Oran Root

ORAN ROOT, Commissioner

Katherine T. Walters

KATHERINE T. WALTERS, Commissioner



ATTEST:

Dana Daniels
Dana Daniels, Clerk of the Board

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

Last amended and approved by BOCC 6/26/2017
Draft Revisions 11/2024
BOCC Approval 1/27/25

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 27 day of January 2025



BOARD OF COUNTY COMMISSIONERS
KITSAP COUNTY; WASHINGTON

Christine Rolfes

CHRISTINE ROLFES, Chair

Oran Root

ORAN ROOT, Commissioner

Katherine T. Walters

KATHERINE T. WALTERS, Commissioner

ATTEST:

Dana Daniels

Dana Daniels, Clerk of the Board



KITSAP COUNTY DIVISION OF AGING & LONG TERM CARE (AREA AGENCY ON AGING) ADVISORY COUNCIL **2026 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: Charmaine Scott

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.

2026 Goal	Status	Priority Level	Comments/Coordination
TIER 1: HIGH PRIORITY			
1. Continue to increase community visibility to advocate about programs and services available through the Kitsap Aging & Long Term Care Agency.	Ongoing	High	Each Council member will identify one community-based organization to link/attend. Measure: a. Each member will identify 1-2 group/ gaps to concentrate connections, annually b. Document efforts on the monthly outreach form
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.
TIER 2: MODERATE PRIORITY			
3. Align Aging Advisory Council membership to new Older Americans Act requirements	One-Time	Moderate	Update Bylaws to align with membership requirements of Older American Act. Measure: Board of County Commissioners approve revised Bylaws
TIER 3: LOW PRIORITY			
GOALS ON HOLD			
Promote strategies to combat social isolation.	Paused	High	Measure: Identify strategies for safe social connections for older adults and their caregivers
GOALS COMPLETED OR DELETED			

Aging Advisory Council Community Outreach Tracking Form

Month: _____

Name: _____

Summary of Activities

Date of Activity	Describe Activity: <ul style="list-style-type: none"> • AC Meeting • Community outreach or event (name) • Social Media/Email • Material Dissemination • Advocacy Alert Action • Other: Describe 	Topic: (optional) <ul style="list-style-type: none"> • General Aging Info (programs, services or events) • General Caregiver Info (programs, services or events) • Memory Loss • Other: Describe 	Total Duration of Time (include prep & travel)	Approx. number of individuals reached (per activity), as applicable

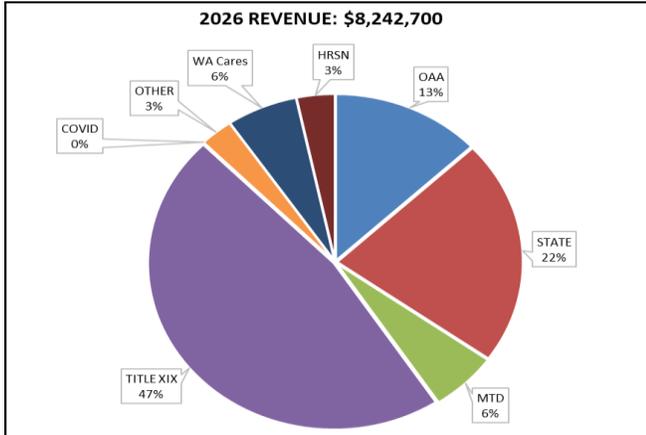
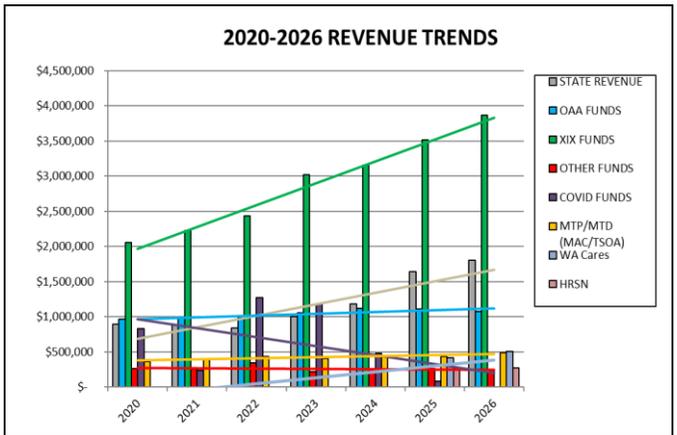
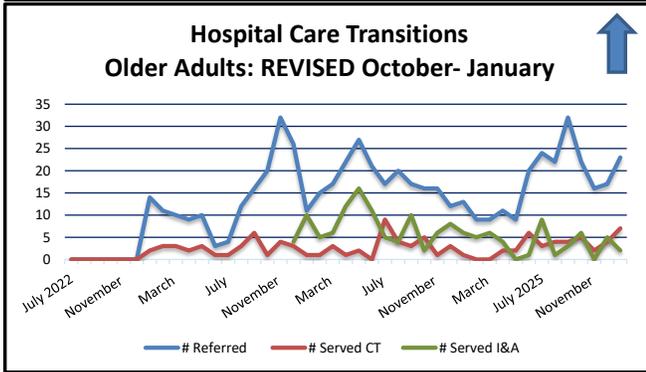
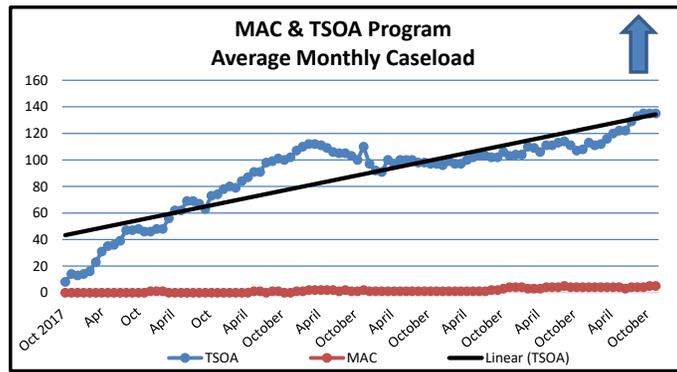
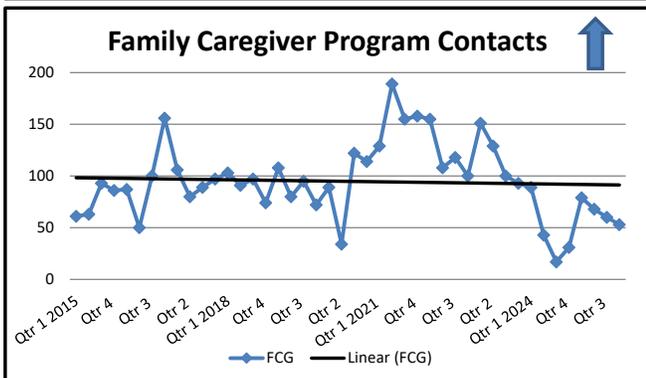
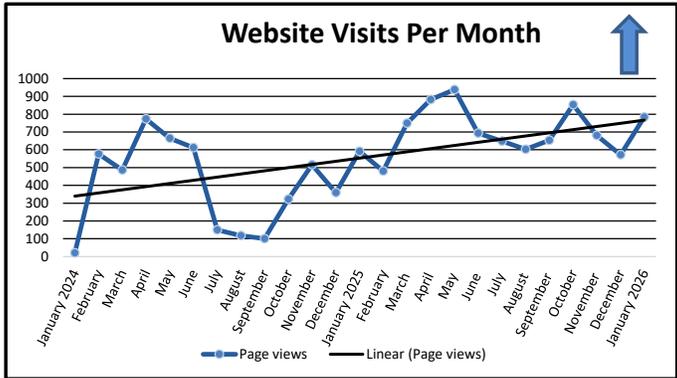
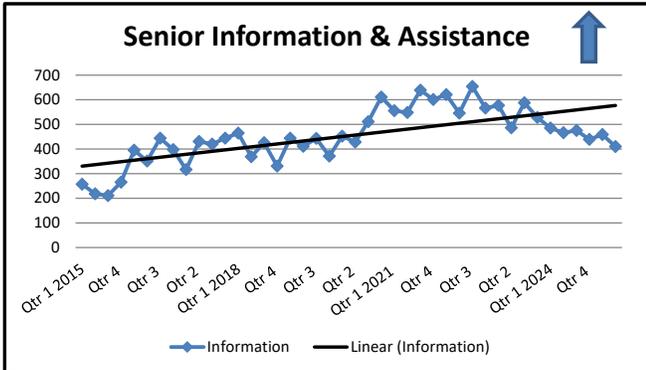
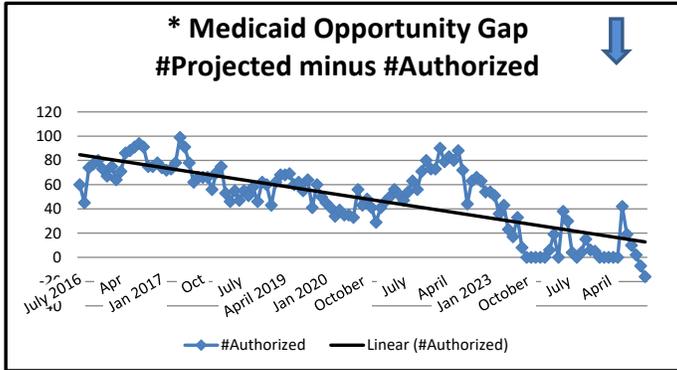
Notes:

Please complete and return to Aging by the 5th of each month -mail or attach to an email.

Mail: 614 Division St., MS-5
Port Orchard, WA 98366

Email: Cristiana at cfillion@kitsap.gov

Aging & Long Term Care Advisory Council Dashboard- January 2026



* 1,255 caseload max

Community Outreach Activities:

February 28: Kitsap Provider Expo (Kitsap Mall) 11:00am- 2:00pm

2026 Advisory Council Meetings & Activities

January 12	WA Legislature Begins (ends March 13, 2026)
January 12	* w4a Legislative Training Webinar (Noon-1:00pm)
January 15	* Advisory Council Legislative Planning Meeting (Noon-1:00pm)
January 21 (Wed)	* Advisory Council Meeting from 11:30am- 1:30pm
January 20-22	* w4a Advocacy Days (appointments with elected officials)
February 13 (Fri)	* Advisory Council New Member Orientation Meeting (1:00-2:30pm)
February 18 (Wed)	* Advisory Council Meeting from 11:30am- 1:30pm
February 19	* Virtual Spring Senior Lobby event
March 18 (Wed)	* Advisory Council Meeting from 11:30am- 1:30pm
April 15 (Wed)	* Advisory Council Meeting from 11:30am- 1:30pm
May 20 (Wed)	* Advisory Council Meeting from 11:30am- 1:30pm
May Workshops TBD	<u>May Older Adults Virtual Workshops</u>
June 17 (Wed)	* Advisory Council Meeting from 11:30am- 1:30pm <i>Presentation: Area Plan</i>
July TBD	Optional Picnic
August 19 (Wed)	* Advisory Council Meeting from 11:30am- 1:30pm <i>Presentation: Area Plan Draft document</i>
September 16 (Wed)	* Advisory Council Meeting from 11:30am- 1:30pm <i>Presentation: Area Plan Final Approval</i>
October 21 (Wed)	* Advisory Council from 11:30am- 1:30pm CANCELLED 2026 AAA & State Council on Aging (SCOA) Conference
October 22	2026 Fall Senior Lobby Conference
November TBD	<u>Kitsap Caregiver Workshops</u>
November 18 (Wed)	* Advisory Council Meeting from 11:30am-1:30pm
December 16 (Wed)	* Advisory Council Meeting 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