



# 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

## February 18, 2026 Aging Advisory Council Meeting Minutes

### Zoom

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

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

**Members Excused:** Linette Zimmerman.

**Members Unexcused:** Elizabeth Safsten.

**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.

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

#### 5. Approval of Minutes:

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

#### 6. Debrief Legislative Sessions

- The Council discussed their recent legislative meetings. Charmaine felt that the meetings went well and that the process ran smoothly. Linda appreciated the option to participate remotely. Ranae was pleased to see the legislators' enthusiasm about the asks and thought the overall tone was very positive. Susan highlighted the value of thoughtful planning, personal stories, and the contributions of members involved in the preparation.
- Health Homes is moving forward as a budget proviso and is included in the Governor's budget with strong support. A new revenue forecast was released on Monday and outlines how much funding the House and Senate will have

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available. The new biennium begins July 1, and projections indicate revenue may exceed one billion dollars. Both the Senate and House were hoping for this positive news. Stacey will forward information as it's released to the council. Additional revenue projections will be released again in three months.

- Legislators are beginning to host town halls as the session is coming to a close. Stacey noted that having one or two Council members attend town halls could be beneficial. Senator Deb Krishnadasan is holding two town halls on Saturday. Cristiana shared a link to the 35th District's virtual town hall.

### 7. 2026 Workplan Goal

- The Council reviewed the Membership section of the Bylaws. Stacey suggested including the phrase "to the extent possible" to the list of sectors that are to be represented by Council members. Members agreed that the bylaws' language should remain flexible and general so it does not discourage volunteers and can adapt to any future changes. Council members will review the section on their own and Stacey will include the bylaws in the next meeting agenda for additional review.

### 8. Council Member Report of Activities

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

- Charmaine reported that the Committee will hold its retreat in early April to review core strengths and weaknesses within each represented area. They are developing a strategic planning panel to set priorities and define objectives. The goal is to complete the scoring process in August.

#### b. Kitsap Accessible Communities Advisory Committee- Ranae Beeker

- Ranae informed the Council that she has stepped away from community outreach coordination, and the Committee will scale back on activities. They will continue planning Bikes for All events and scheduling walks. Ranae reached out for an update on the Kitsap Accessibilities & Public Works Transitions Plan.

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### c. Council Member Report of Community Outreach

- Susan attended the League of Women Voters meeting and shared the “two-pager”, which is consistent with League positions. Several attendees said they would make calls and send emails in support.
- Ken attended the orientation and appreciated Stacey’s presentation. He has begun identifying venues where the presentation could be offered, including the Oatmeal Club on Bainbridge Island, which has strong community connections. Ken has contacted the chair and hopes to hear back this week.
- Laney will be attending the Kitsap Aging Expo at the Kitsap Mall on Saturday. Her Senior group will have a table there. Laney informed the Council that her group’s new community center will not open in July but is expected to open in December.
- Steve attended the orientation and continues to post caregiver resources and get responses and shares. Steve completed the beta test Area Plan online survey and suggested adding a space for open comments.
- Linda attended the legislative meetings.
- Ranae volunteered for the Point-in-Time count. She noted concerns about the upcoming Medicare competitive bidding for urologic and ostomy supply providers, which may significantly reduce the number of providers and does not account for long-term impacts. Ranae will share an email for members to send to legislators.

### 9. Aging Services

- The Council reviewed the February Dashboard Report.
- 2026 Project Deadlines – Stacey gave an overview of this year’s projects at ALTC:
  - February – Health Related Social Needs service launch (nutrition services)
  - March – Area Plan Community Survey
  - April – State Auditors Review of Aging cluster
  - May – Older Americans Month workshops
  - July – WA Cares launch; new Grievance System

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- August – Home & Community Living Administration Program Monitoring
- October – Submit Area Plan & Request for Proposals- Nutrition & Kinship
- Stacey explained that ALTC may be participating in the Rural Health Transformation Program later this year.

### **10. 2026 Advisory Council Business**

- The Council reviewed the 2026 Calendar of Events.
- Spring Senior Lobby virtual conference – Many Council members will be in attendance. Stacey will share slides with Council members who cannot attend.

### **ADJOURNMENT**

The meeting was adjourned at 1:13 p.m.

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Steve McMurdo, Chair

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

Last amended and approved by BOCC 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 of 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 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 public.

Consistent with the Older American Act, the advisory council membership, to the extent possible, the involvement of representatives who reflect the following:

- one local elected official
- at least 50 percent of persons age 60+ including minority individuals who are participants or who are eligible for participation in programs, with efforts to include individuals identified as in the greatest economic and social need
- member of a health care provider organization, including providers of veterans health care (if appropriate)
- member with leadership experience in the private and voluntary sectors
- local service providers, which may include legal assistance, nutrition, evidence-based disease prevention and health promotion, caregiver, long-term care ombudsman, and other service providers
- unpaid family caregivers
- leadership experience in the private and voluntary sector
- and as available:
  - Tribal representation
  - older relative caregivers, including kin and grandparent caregivers
  - younger disabled adults.

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 membership 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.

Reference the Kitsap County Advisory Council Handbook for additional information.

### **Code of Ethics**

Advisory Council members are provided with 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 **April 2026**

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

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**ORAN ROOT**, Chair

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**CHRISTINE ROLFES**, Commissioner

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**KATHERINE WALTERS**, Commissioner

ATTEST:

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Dana Daniels, Clerk of the Board

## Aging Advisory Council Community Outreach Tracking Form

Month: \_\_\_\_\_

Name: \_\_\_\_\_

### Summary of Activities

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

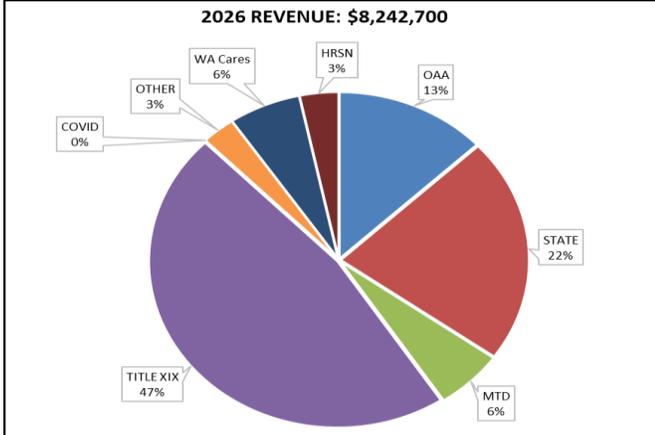
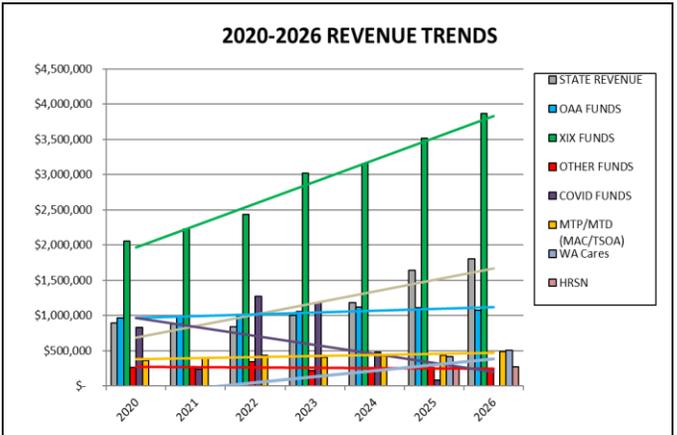
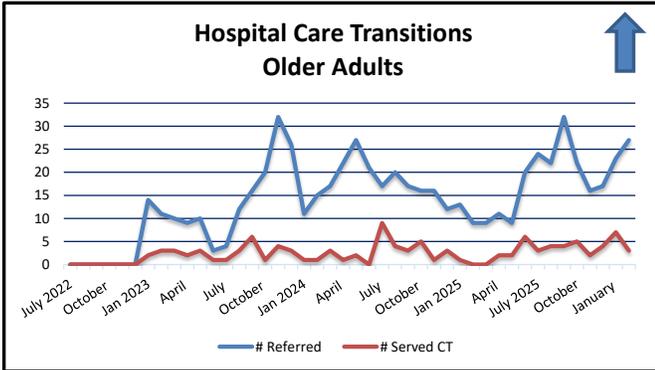
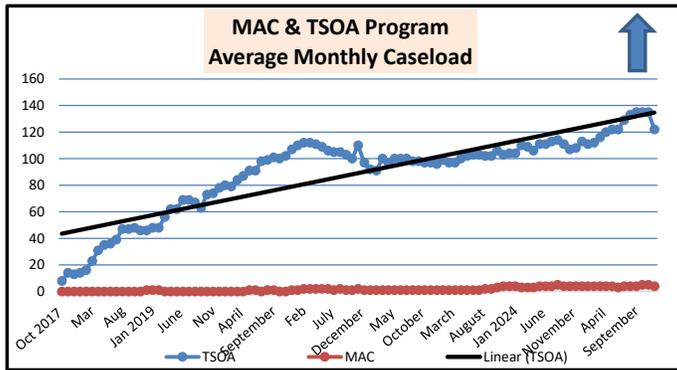
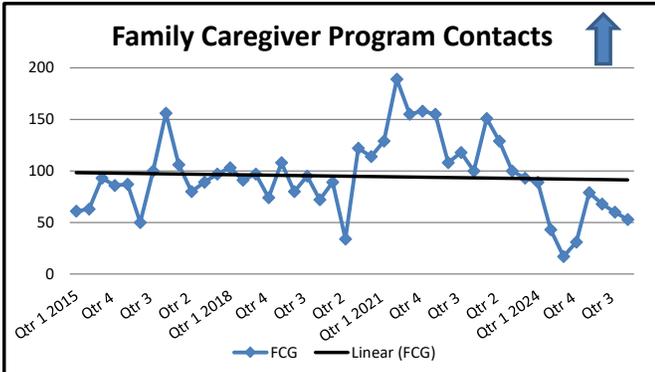
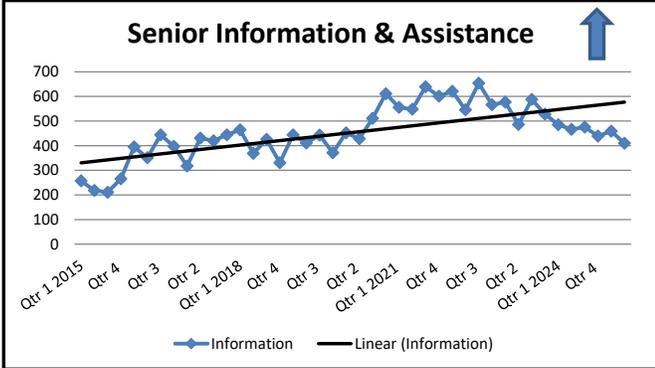
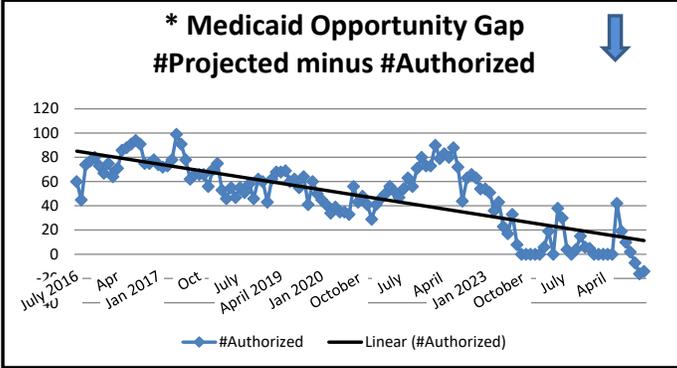
**Notes:**

Please complete and return to Aging by the 5<sup>th</sup> 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](mailto:cfillion@kitsap.gov)

### Aging & Long Term Care Advisory Council Dashboard- March 2026



\* 1,255 caseload max

**Community Outreach Activities:**

March 26: Aging's monthly virtual overview (2:00-3:00pm)

March 29: BISC Aging in Place Forum (1:00-3:00pm) - Carrie (Caregiver Programs presentation) & Jason

## 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)	<del>* Advisory Council from 11:30am- 1:30pm</del> 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