

*The Mission of the developmental disabilities advisory board is to promote choice, opportunity, and support for people with disabilities in an enhanced community where all people are included, respected, and dignified.*

## **Kitsap County Developmental Disabilities Advisory Board**

**Date: February 7, 2023**

**Time: 5:00 p.m.**

**[Meeting: Zoom Link](#)**

**Call-in Option: 1-253-215-8782**

**Meeting ID # 821 1303 2394**

**Passcode # 284172**

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### **A G E N D A**

- 1. CALL TO ORDER**
- 2. INTRODUCTIONS**
- 3. APPROVAL OF December 6, 2022 MINUTES\***
- 4. ADDITIONS/APPROVAL OF AGENDA\***
- 5. OLD BUSINESS**
  - A. Working Age Adult Policy Implementation**
  - B. Transition Student Update**
  - C. Accessible Communities Advisory Committee**
- 6. COMMUNITY INPUT**
- 7. NEW BUSINESS**
  - A. Legislative and Budget Update**
    - a) Governor's Budget**
  - B. Advocacy Reports**
  - C. Early Childhood Special Education Regional Implementation Team, OESD 114- Mary Rose Dewald and Paola Stepney**
  - D. 2023 Virtual Kitsap County Resource Fair**
  - E. 2022 DDA Caseload and Cost Report**
  - F. 2023 Community Summit**
  - G. DDA/DVR Provider Updates**
  - H. Provider Updates**
  - I. Officer Report**
    - a) New Board Members**
    - b) March Meeting**
  - J. Staff Report**
- 8. ADJOURNMENT**

\* = Indicates action item

**KITSAP COUNTY DEVELOPMENTAL DISABILITIES ADVISORY  
BOARD MEETING MINUTES**

5:00pm – 6:20pm  
Tuesday, December 6, 2022

1. **CALL TO ORDER** – Sandra LaCelle called the meeting to order at 5:02 p.m. via Zoom.
2. **INTRODUCTIONS** - Members and guests introduced themselves; attendance was taken.
3. **APPROVAL OF November 1, 2022, MINUTES\***

*MOTION: Jennifer Acuna moved to approve November 1, 2022; minutes as amended. Rae Williams seconded. Motion carried.*

4. **ADDITIONS/APPROVAL OF AGENDA\***

*MOTION: Donna Gearns to approve to the agenda as amended. Heidi Scheibner seconded. Motion carried.*

5. **OLD BUSINESS**

a. **Working Age Adult Policy Implementation**

- i. Kelly shared a reminder that WISE offers free webinars on Wednesdays, from Noon to 1. The WISE on-demand library is free to WA state residents and those interested can visit their website for more details. Additionally, the WOA 100 series kicking off winter and spring classes, registration details on the WISE website, [www.gowise.org](http://www.gowise.org)
- ii. Kelly also provided updates of other activities from previous months
  - PSNS planning for work site assessments continue since presentation in October
  - Silverdale Human Resources NW following up with county since the A.B.L.E presentation to federal employers.
  - The EFF Committee who presented at the Kitsap Economic Development Alliance (KEDA) at their annual membership meeting in October continue to work through provider feedback.
- iii. Staff continue to track employment, there was no change from October at 75% to the same in November.

b. **Transition Student Update**

- i. The 2022 class: a couple of students became job stable and moved to long-term funding, so additional reimbursement from DVR will be paid; currently, 5 out of 10 students from the S2W, 2022 class have a job. The 2023 class: School to Work activities continue, hearing there may be a few who are close to being hired.

- ii. 2024 transition student class: 25 students have already applied for Job Foundation and School to Work, 17 have chosen vendors, and 8 are still in progress of selecting a vendor.
- iii. Reminder next IEP workshop/clinic to be held December 14 from 2p – 4p on Parent’s Rights at ESD. Clinics offered in 2023 will be held from 11a – 1p.

**c. Accessible Communities Advisory Committee**

- i. Kelly shared an update on the adaptive tricycles stating contract changes were needed for an extension through June of 2023 as there have been changes with the original plans.
- ii. Portable ramps are still waiting for a formal checkout process to be developed but can be checked out via the ARC for now.

**6. COMMUNITY INPUT**

- a. Melia Hughes, Kitsap County Parent Coalition (KCPC) Coordinator, shared a link to upcoming events for both December and January:
  - i. Some events noted for December include The PAVE IEP Workshop/Clinic on Parents Rights on December 14, Autism IEP Goals for Educators on December 9, and Creating a Care Binder with Janet Wyatt will be virtual only on December 13.
  - ii. For flyers and registration details on upcoming events see the KCPC website: <https://kitsapcountyparentcoalition.org>; for more information contact Melia at 360-373-2502, ext. 100

**7. NEW BUSINESS**

**a. Legislative and Budget Update**

- i. Kelly stated that the governor’s budget should be coming out this month; a revenue forecast has been released for the 2021-2023 and 2023 – 2025 budgets; it is an increase of \$762 million and \$681 million respectively from previous predictions.
- ii. January 18<sup>th</sup> kicks off the 2023 Virtual Advocacy Days with a briefing on IDD issues. Kelly shared a handout with the schedule of events; a virtual pre-session which details how the government process works and how to provide feedback as well as the legislative notebook can be found via The State Arc website. [www.arcwa.org/advocacy-days](http://www.arcwa.org/advocacy-days)
- iii. Kelly also shared two legislative reports from DDA. They are in response to DDA being directed by the legislature to improve coordination of support services for individuals with developmental disabilities and address prioritizing community housing. A summary of report takeaways was discussed:
  - Details regarding community housing related barriers were outlined in the reports
  - Data showed the number of people needing housing
  - Recommendations for improving access to housing and

addressing barriers for developers was covered that included increasing housing availability to small and single-family households

- Kelly provider a reminder that in January 2022, the Kitsap County BOCC passed 1/10<sup>th</sup> of 1% tax be put towards affordable housing solutions in the county. A process is in development for requesting funds.
  - iv. Concurrent services update provided: planning continues with DDA receiving more requests for start-up than current budget allows. Decisions were made how to distribute the requested funds and it is anticipated that our providers that requested start-up dollars were approved to receive a one-time payment for up to 10 new CI customers. The time period for these funds will be from January- June. Agency capacity concerns continue and anticipate a very slow roll-out of concurrent services statewide, including Kitsap.
  - v. Additionally, not related to the expansion of CI services, DDA offering funds to providers to support agency efforts pertaining to mentorship, internal quality assurance and training. These are activities routinely provided by agencies that they aren't typically allowed to bill for. This is an opportunity to improve service quality with DDA offering flexibility with available funds.
- b. **Advocacy Reports**
- i. None
- c. **1/10<sup>th</sup> of 1% Projects – Hannah Shockley**
- i. Hannah shared the Citizens Advisory Committee's (CAC) 2023 funding recommendations for the 1/10<sup>th</sup> of 1% sales tax program. The RFP cycle completed with \$12 million in ask and \$8.2 million funded. 29 different contracts were awarded. A lot of continuation contracts and new grant recommendations were also approved on 11/28 by the county commissioners.
    - Funding to cover the following services: recovery support, therapeutic courts, crisis intervention, and reentry services.
    - Hannah to send Kelly the annual report to share with board members.

**d. GCDE Outreach Town Hall**

- i. Kelly shared a flyer for the Governor’s Commission on Disability Issues and Employment (GCDE) Town Hall being held virtually via Zoom on December 8<sup>th</sup> from 5:30p – 7:30p. Link shared to register.

**e. DD Board Priorities 2023**

- i. Sandy reviewed the board priorities with the board, focusing on the changes made to previous version.
- ii. Kelly also noted a couple of errors in the work plan for the years listed in the 1/10<sup>th</sup> program report, 2021 is 2022 and for the upcoming year of 2023. Those dates will be updated.

*MOTION: Donna Gearns moved to approve the 2023 board priorities as presented. Jennifer Acuna seconded. Motion carried.*

**f. DDA/DVR Provider Updates**

- i. DVR is still recruiting to fill Leanne’s position who retired in November.

**g. Provider Updates**

- i. Bonnie Shultz from Vadis shared takeaways from their participation in WISE’s Investment in the Field Project, *Organizational Development Training System Project* which created an opportunity within their agency to make significant improvements in relation to employee training and development.
  - Able to review, update, and create internal trainings
  - Tested 2 web-based training management systems
  - Improve the agency’s ability to track, report, and audit training logs
  - Access to WISE learning library

**h. Officer Report**

- i. Sandy stated there would be no meeting in January and meetings will resume in February of 2023.

**i. Staff Report**

- i. None

**8. ADJOURNMENT** - The meeting adjourned at 6:20 p.m. The next meeting will be Tuesday, February 7, 2023, virtual via Zoom

\* = Indicates action items

### ATTENDANCE

MEMBERS	GUESTS/ORGANIZATIONS	STAFF
<p><u>Present</u> Sandra LaCelle Donna Gearns Frances Aquiningoc Jennifer Acuna Kathy Loughheed Rae Williams Heidi Scheibner</p> <p><u>Absent</u> Veola Taylor</p>	<p>Kim McCarty, DDA Melia Hughes, KC Parent Coalition Bonnie Shultz, Vadis Jennifer Crider, Community Member Hannah Shockley, KC 1/10<sup>th</sup> MHCDC</p>	<p>Kelly Oneal Sonya Miles Kesha Anderson- Evans</p>

## **Kitsap County Developmental Disabilities Advisory Board**

**Date:** March 7, 2023  
**Time:** 5:00 p.m.  
**Meeting:** Communitas, 2<sup>nd</sup> Floor Training Room  
920 Park Avenue, Bremerton

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### **A G E N D A**

- 1. CALL TO ORDER**
- 2. INTRODUCTIONS**
- 3. APPROVAL OF February 7, 2023 MINUTES\***
- 4. ADDITIONS/APPROVAL OF AGENDA\***
- 5. OLD BUSINESS**
  - A. Working Age Adult Policy Implementation**
  - B. Transition Student Update**
  - C. 2023 Virtual Kitsap County Resource Fair Update**
- 6. COMMUNITY INPUT**
- 7. NEW BUSINESS**
  - A. Legislative and Budget Update**
  - B. Advocacy Reports**
  - C. 2023 Community Summit**
  - D. Transportation Committee**
  - E. Affordable Housing**
  - F. Board Officer Nominations**
  - G. DDA/DVR Provider Updates**
  - H. Provider Updates**
  - I. Officer Report**
    - a) Meeting Changes**
  - J. Staff Report**
- 8. ADJOURNMENT**

\* = Indicates action item

**KITSAP COUNTY DEVELOPMENTAL DISABILITIES ADVISORY  
BOARD MEETING MINUTES**

5:00pm – 6:30pm  
Tuesday, February 7, 2023

1. **CALL TO ORDER** – Sandra LaCelle called the meeting to order at 5:00 p.m. via Zoom.
2. **INTRODUCTIONS** - Members and guests introduced themselves; attendance was taken.
3. **APPROVAL OF December 6, 2022, MINUTES\***

*MOTION: Fran Aquiningoc moved to approve December 6, 2022, minutes with Jennifer Acuna seconded. Motion carried.*

4. **ADDITIONS/APPROVAL OF AGENDA\***

*MOTION: Donna Gearns to approve to the agenda with no amendments Jennifer Acuna seconded. Motion carried.*

5. **OLD BUSINESS**

a. **Working Age Adult Policy Implementation**

- i. Kelly shared she has a meeting tomorrow with federal employers who attended the A.B.L.E. event in October; they are interested in hearing more about supported employment efforts in Kitsap and how they might participate as an employer in these efforts.
- ii. Kelly also provided updates regarding the Employment First Coalition (EFC) committee and Partners for Work (PFW):
  - PFW Update:
  - The Bainbridge Island Rotary Club is planning to host a mock-interview for job seekers in April; EFC members discussed coordinating with the club's Vocational Services committee and ask to add a job tour in an industry the job seekers identify during the mock interview event.
  - Work continues with the Kingston Rotary club to identify a candidate to hire and serve as a greeter for the club as they have set aside funds to support this position.
  - The Silverdale Rotary club is interested in holding a mock-interview session as well and it was discussed to include a job tour if this event moves ahead.
  - The EFC Committee who presented at the Kitsap Economic Development Alliance (KEDA) at their



annual membership meeting in October continue to work through provider feedback.

- iii. Kelly asked if the board wanted updates to continue to tracking employment since the numbers are continuing to stay in the 70-75% range; the consensus was to provide updates if there is a significant change. A question was asked related to the industries and businesses in which people are employed. Kelly shared she will provide a list of employers at the next meeting.

**b. Transition Student Update**

- i. Final report on the 2022 School to Work class was discussed, 12 students started, 2 individuals dropped out and ended the year with 5 of the 10 students employed.
- ii. 2023 School to Work class, still one student employed, close to other hires from feedback county staff has received from providers.
- iii. 2024 Job Foundation class has 21 students participating this year; activities are underway as all have chosen a provider.
- iv. Upcoming IEP Workshop/Clinic facilitated by PAVE happening on February 15<sup>th</sup> at the OESD from 11am to 1 pm. Bullying and Harassment will be the topic covered.

**c. Accessible Communities Advisory Committee**

- i. Kelly shared an update on the portable ramps that were purchased through the ACAC committee; they are at the Arc and available to be checked out for short term use. To reserve a ramp, contact Tari Quioco, senior program manager at the Arc, 360-801-4539 or email [TQuioco@penarc.org](mailto:TQuioco@penarc.org)

**6. COMMUNITY INPUT**

- a. Melia Hughes, Kitsap County Parent Coalition (KCPC) Coordinator was unable to attend but asked to remind everyone of the upcoming DDA Services and application online event on 2/8/2023 from 4-6pm. Kelly provided a copy of the flyer with the details.
  - i. For upcoming events, see flyers and registration details on the KCPC website: <https://kitsapcountyparentcoalition.org>; for more information contact Melia at 360-373-2502, ext. 100

**7. NEW BUSINESS**

**a. Legislative and Budget Update**

- i. Kelly reviewed handouts of the Governor's budget and Bills of Interest: Highlights included:
  - Expansion of Behavioral Stabilization services to decrease unnecessary hospitalizations and out of state

placements; Specialty AFH pilot which includes targeted staff training to increase community living options for clients with co-occurring diagnoses; funding for high school transition students; funds to increase provider rates; extending the unspent funds for the Dan Thompson grant through the next biennium; poverty reduction act to create a non-DDA citizen program and increase the residential personal allowance; and expand children and youth services for those with co-occurring diagnoses.

- There were expressed concerns with proposed rates in the governor's budget for IE and CI services being less than the rates listed in the Rate Cost Study. Agency staffing capacity issues continues to impact services across the state and including effecting the roll-out of concurrent services that began in January.
- ii. Kelly discussed the Dan Thompson Funds; in 2005 the fund was created in honor of Dan Thompson from King County with a designated use for Developmental Disabilities- home and community services. A summary of report takeaways was discussed:
  - What started as \$5M became \$55M as of August 2021 when federal ARPA funds were added to the fund.
  - The additional \$50M needs to be spent on projects by June 2023.
  - Currently \$9M has been awarded with 35 contracts executed.
  - Shannon asked if the expectation is to have all the funds used by the deadline of June 2023. Kelly replied there is a request to have unused funds rolled over if they are not spent but Kelly unsure if this can or does include the ARPA funds. She will report back when she has that answer.
  - Suggestions were made to include transportation contract requests to be added into those fund requests.

b. **Advocacy Reports**

- i. None

c. **Early Childhood Special Education Regional Implementation Team, OESD 114-Mary Rose Dewald and Paola Stepney**

- i. Mary Rose and Paola provided a 20-minute PowerPoint presentation and shared the challenges and vision of the Early Childhood Special Education Regional Implementation Team, OESD. They currently offer classroom and family supports on an evidenced based framework designed to provide tiered support to kids between the ages of 0-5 with a focus is on equity, inclusion and strengthening social

emotional skills. Mary Rose and Paola both shared the details of their respective divisions (Mary Rose does Family Support and Paola does the classroom supports). Their work has currently been provided in Clallam County and South Kitsap, but they are hoping to be able to expand services throughout the Tri-County area.

**d. 2023 Virtual Kitsap County Resource Fair**

- i. Kelly shared the fair will be virtual again this year and run from April 1, 2023, through June 30, 2023, there will be flyer with the details provided at the March meeting.

**e. 2022 DDA Caseload and Cost Report**

- i. Each year DDA puts out Caseload and Cost report; the report contains data covering a wide range of areas. Highlights of the report were discussed.

**f. 2023 Community Summit**

- i. Kelly shared this year's Summit will now offer an in-person option as well as a remote option and is scheduled from June 13-15 in Wenatchee at the Wenatchee Convention Center. The cost to attend in-person has significantly increased and there will be a charge for the virtual option this year. There are scholarships available to those Board members who wish to attend; let Kelly know asap, she is to report an estimated head count to WISE by February 15, 2023. There will scholarships also available to parents, self-advocates, school staff and providers.

**g. DDA/DVR Updates**

- i. Kim McCarty shared their office is now fully staffed; however, many staff are still in training, so they are not running at 100% just yet as they have supervisors covering caseloads during the new staff training.
- ii. Kim McCarty also noted the expectation of more people moving to paid services in 2023; Kim noted the list of people requesting a paid service is long and the need to get students on the list for employment supports as soon as possible. Specifically stating students who are scheduled to graduate in 2024 should be on the list for requesting a service by summer 2023.
- iii. HCA extended Apple Health Care during the Covid public health emergency. This continued coverage ends April 1, 2023. Individuals should start receiving renewal notices; possible changes to coverage with some individuals no longer eligible; communications coming in the mail.
- iv. Food benefits: February 2023 is the last month for the increased emergency food benefits; they will return to normal

benefit levels beginning March 1<sup>st</sup>; if your circumstances have changes and you receive services from DDA, contact the local CSO office or a public benefits specialist at 855-873-0642.

**h. Provider Updates**

- ii. Miranda from Easterseals reported that they are almost at staffing capacity for employment specialists.

**i. Officer report**

- i. New board members were introduced: Shannon Turner and Jennifer Crider both appointed by the Board of Commissioners
- ii. The March meeting will be held in person, Sandy will not be able to attend, and Donna has agreed to Chair the March meeting.
- iii. March is also the month to nominate chair and vice-chair, Sandy said she is more than happy to continue, should she be nominated, but has scheduling conflicts due to personal events and will not be available on Tuesdays or Thursdays. Discussion was had on possibly moving the day of the week for the meeting and Kelly stated they previously held the meetings on Wednesday evenings. More discussion to be had in March.
- iv. Shannon asked if it was ok to do an early nomination, Sandy said yes, and Shannon stated he would like to nominate Sandy for the Chair.

**j. Staff Report**

- i. The advisory board has been required to start having a mandatory in-person meeting with a hybrid option as well. Kelly asked for input on how many board members would want to attend in person so she can plan where to regularly hold the meetings. The county has space and technology available, but Kelly also understands not everyone will want to attend the far south end of the County for a meeting.
- ii. Discussion on the upcoming in-person requirement changes to the advisory board meetings to continue at the March meeting.
- iii. Heidi was asked to be a part of the transportation committee; she is planning to attend the next Kitsap Transit meeting. Kelly mentioned a transportation focus group is being pulled together and Heidi requested to participate in the new group. Kelly agreed to send out the details when available

- iii. **ADJOURNMENT** - The meeting adjourned at 6:30 p.m. The March 2023 meeting will be Tuesday, March 7, 2023, it will be held in person with no virtual option available. The meeting location will be at Communitas, 920

Park Ave, Bremerton, WA 98337 on the second floor.

\* = Indicates action items

### ATTENDANCE

MEMBERS	GUESTS/ORGANIZATIONS	STAFF
<u>Present</u> Sandra LaCelle Donna Gearns Frances Aquiningoc Jennifer Acuna Kathy Loughheed Rae Williams Heidi Scheibner Jennifer Crider Shannon Turner  <u>Absent</u> Veola Taylor	Kim McCarty, DDA Kimberly Adams, Parent Advocate Miranda Fort, Easterseals Lindsey Woodruff, Trillium Employment Services Mary Rose Dewald, OESD 114 Paola Stepney, OESD 114	Kelly Oneal Sonya Miles Carrie DuBord-Atkins

## **Kitsap County Developmental Disabilities Advisory Board**

**Date:** April 4, 2023

**Time:** 5:00 p.m.

**Location:** [Join Meeting Here](#)

**Call-in Option:** 1-253-215-878

**Meeting ID #** 819 1776 0715

**Passcode #** 109695

**In-person:** Port Blakley Conference Room, KC Administration Building  
614 Division St., Port Orchard, 98366

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### **A G E N D A**

- 1. CALL TO ORDER**
- 2. INTRODUCTIONS**
- 3. APPROVAL OF March 7, 2023 MINUTES\***
- 4. ADDITIONS/APPROVAL OF AGENDA\***
- 5. OLD BUSINESS**
  - A. Working Age Adult Policy Implementation**
  - B. Transition Student Update**
  - C. 2023 Virtual Kitsap County Resource Fair Update**
- 6. COMMUNITY INPUT**
- 7. NEW BUSINESS**
  - A. Legislative and Budget Update**
  - B. Advocacy Reports**
  - C. 2023 Community Summit Update**
  - D. Salish Youth Network Collaborative (SYNC)-Bryan Gross, Salish BH-ASO**
  - E. Board Officer Elections\***
  - F. DDA/DVR Provider Updates**
  - G. Provider Updates**
  - H. Officer Report**
    - a) Meeting Changes Update**
  - I. Staff Report**
- 8. ADJOURNMENT**

\* = Indicates action item

**KITSAP COUNTY DEVELOPMENTAL DISABILITIES ADVISORY  
BOARD MEETING MINUTES**

5:00pm, Tuesday, March 7,  
2023

**Communitas, 2<sup>nd</sup> Floor Training room  
920 Park Avenue, Bremerton**

1. **CALL TO ORDER** – Donna Gearns called the meeting to order at 5:00 p.m.
2. **INTRODUCTIONS** - Members and guests introduced themselves; attendance was taken.
3. **APPROVAL OF February 7, 2023, MINUTES\***

*MOTION: Kathy Lougheed moved to approve February 7, 2023, minutes with Heidi Scheibner seconded. Motion carried.*

4. **ADDITIONS/APPROVAL OF AGENDA\***

*MOTION: Kathy Lougheed to approve to the agenda with no amendments, Rae Williams seconded. Motion carried.*

5. **OLD BUSINESS**

- a. **Working Age Adult Policy Implementation**

- i. Kelly met with two federal employees last month who attended the A.B.L.E. event in October; they discussed how they might participate as an employer in these efforts and suggested County staff meet with their department directors to discuss supported employment and federal job opportunities; Kelly is waiting to hear back after they meet with their leadership.
- ii. Kelly provided updates regarding the Employment First Coalition (EFC) committee and Partners for Work (PFW):
  - PFW Update:
  - Moving ahead with planning the mock interview event at the Bainbridge Island Rotary Club on April 17<sup>th</sup>; their Vocational services committee was on-board with adding a job tour component to the event in an industry of interest of each job seeker. Hoping to do something similar with the Silverdale club as they are interested in hosting a mock interview later this year.
  - The EFC subcommittee met last month to review business contacts; agreed to reach out to all organizations/businesses who expressed

interest in learning more regarding supported employment.

- iii. Kelly shared not bringing the current list of employers so will provide this information at the April meeting.

**b. Transition Student Update**

- i. An update from February for the 2022 School to Work class, one of the 5 of the 10 students employed lost their job before reaching job stabilization; while the agency is still working with the individual, the county won't receive payment from DVR.
- ii. 2023 School to Work class, still one student employed with feedback form providers that more jobs are coming.
- iii. 2024 Job Foundation (JF) class ended up with 19 students participating this year as two students declined after completing a JF application; activities are underway as all are working with a provider.
- iv. Upcoming IEP Workshop/Clinic facilitated by PAVE happening on April 19th at the OESD from 11am to 1 pm. High School Transition will be the topic covered.
- v. Information was shared regarding OSPI's efforts to support schools statewide to increase inclusion for students with disabilities.
  - As Washington was one of the ten least inclusive state's in the nation in education for student's with disabilities, the Legislature funded OSPI to plan for and focus efforts on increasing the number of students with disabilities in general education; OSPI received 25 million in the 2019-2021 biennium and 12 million in the 2021-2023 biennium.
  - The funds have largely been used to fund professional development for teachers, school staff and school leadership.
  - A part of these efforts has focused training on Universal Design for Learning (UDL) principles. County staff along with Kitsap school staff have been able to participate in a free, three-part webinar with Dr. Shelley Moore and Katie Novak.
  - The webinars have focused on vision and concepts of UDL; lots of examples how UDL principles can be implemented within the school and classroom; and how this can lead to re-imagining the IEP and re-evaluating the IEP goals.

**c. 2023 Virtual Kitsap County Resource Fair Update**

- i. The Fair flyer with the details was shared. The fair



is scheduled to go live on April 3<sup>rd</sup> and will be open through June 30<sup>th</sup>.

## **6. COMMUNITY INPUT**

### **a. Melia Hughes, Kitsap County Parent Coalition (KCPC)**

Coordinator shared upcoming events:

- i. Next KCPC meeting scheduled for March 28<sup>th</sup> on High School Transition from 1-2:30 pm at the OESD;
- ii. Neuro-diversity Night on April 5<sup>th</sup> at Ashley Pub's in Bremerton, from 7-8 pm, Monica Meyer will present;
- iii. Autism 101 will be offered virtually on April 11<sup>th</sup> from 6-8 pm and will be recorded;
- iv. The April KCPC meeting is planned for the 26<sup>th</sup> from 6-8 pm on how to advocate for your child to get the right diagnosis;
- v. Flyers and registration details for upcoming events on the KCPC website: <https://kitsapcountyparentcoalition.org>; for more information contact Melia at 360-373-2502, ext. 100.

## **7. NEW BUSINESS**

### **a. Legislative and Budget Update**

- i. Kelly reviewed the Bills of Interest and Budget Proviso handout, highlights included:
  - Increasing the multiplier to 15% for Special Education Services and increases to the multiplier for pre-K through 21; an Affordable Housing Bill where a portion of excise tax would go to a new DD trust account to fund housing grants and loan forgiveness; rate increase for IE and CI services; fund plan for RHC closure by June 30<sup>th</sup> 2024.
  - As continued concerns with lack of clarity around IE and CI rates, staff capacity and planning for expanding services, i.e. concurrent services are impacted statewide. Information was shared pertaining to a recent provider survey. Feedback regarding the impact to current services statewide included:
    - 69% of agencies unable to take on new referrals.
    - 68% of agencies unable to staff job coaching shift; unable to support CI activities;
    - 11% report discontinuing a previously offered service;
    - 35 agencies reported that have staff vacancies for 21% or more of their positions.
- ii. DDA shared data regarding the rollout of concurrent

services is extremely slow and lower than expected; the projected numbers were 1500 new CI clients by June, and they are currently averaging between 10 and 20 new CI clients per week; another reflection of the staffing capacity issues statewide.

- iii. Kelly shared still awaiting confirmation that all unspent funds for the Dan Thompson grant are part of the extension of requested funds into the next biennium.

b. **Advocacy Reports**

- i. Cathy Borelli introduced herself as the newly elected People First president of the Bremerton Chapter, taking over for Justin Maxwell. They continue to hold their monthly meetings virtually as they haven't found a place to hold them in person; suggestions of potential meeting places were discussed. Cathy shared they are currently meeting the first Thursday of the month between 4:30-5:30 pm.

c. **2023 Community Summit**

- i. A handout with an overview of the Community Summit was shared; three Board members expressed interest in attending; there will be scholarships available for parents, self-advocates, school staff and providers to attend also.
- ii. Registration is expected to open mid to late March; county staff will send out the registration details when available.

d. **Transportation Committee**

- i. Board member Heidi S. volunteered to begin attending the Kitsap Transit (KT) meetings and provide updates to the Board. Heidi shared KT planning to restore Sunday service across the county, beginning in Bremerton (August 2023), Silverdale/Port Orchard (December 2023) and Bainbridge Island (2024); the hiring of drivers will impact the timelines when services will be restored. Travel training has also been resumed.
- ii. Additionally, a transportation committee was formed following the Governor's Committee on Disability Issues and Employment Town Hall in December as it was identified as an area of concern. The committee was formed to brainstorm ideas and solutions that include other transportation options in addition to collaborating with KT. The first meeting was held March 1<sup>st</sup> and Heidi, Rae and Kelly attended; KT staff provided information about current and upcoming planned services; feedback was discussed. Next meeting is scheduled on April 19<sup>th</sup>, it will be held virtually from 1:00 to 2:30 pm. Open to anyone who is interested.

e. **Affordable Housing**

- i. Vadis in addition to providing IE and CI services has an affordable housing program. The program consists of the agency purchasing homes through grant funds and upgrading the homes as needed. They are looking to expand this program into Kitsap. A meeting

was held last week with interested parties. The main partner is our county's residential providers as the people moving in need to be identified before a home is purchased.

- ii. Kelly provided a reminder that in February 2022, the BOCC passed a tax to develop a fund for affordable housing; planning is still in process but see this could be a future funding source for Vadis's housing program in Kitsap.

**f. DDA/DVR Updates**

- i. Kim McCarty provided an update:
  - She shared newer staff are finishing up training requirements and in response to a question, Kim covered the details of new staff training requirements;
  - Kim noted with all the staff changes it has been understandably challenging for some families;
  - She shared they are looking to add another DDA CRM focused on transition aged clients, (16-25);
  - DDA still has I-Phones available and the first two years of service is free.
- ii. A handout from the Washington State's Dementia Action Collaborative was shared. It detailed the upcoming listening sessions as they are wanting community input to incorporate into their new plan.
- iii. A handout regarding free training on Trauma Informed Support of individuals with I/DD was shared.

**g. Provider Updates**

- ii. Easter Seals-Their Workforce Development program hired 2 new employees, so they are now fully staffed.
- iii. Trillium-Open to taking new clients; shared two new jobs for two of the 2023 S2W students they are supporting.

**i. Officer report**

- i. Reminded Board members voting at the April Board meeting will take place for new officers, so reach to Sandy and Kelly with nominations.
- ii. Resumed conversation regarding moving the meeting day from Tuesday to Wednesday and agreed to vote on the proposed change at the April meeting.
- iii. Discussed holding in-person only meetings in March and September with the rest of the meetings offered hybrid. For the hybrid meetings, due to the availability of technology, the in-person option will be held in Port Orchard at the county

offices. For the in-person only meetings, they will be continued to be held at Communitas.

**j. Staff Report**

- i. Kitsap County’s Aging and Long-Term Care Division is updating their plan; a handout with the details was shared; feedback due by March 31<sup>st</sup>.
- ii. With Covid cases, hospitalizations and deaths continuing on a downward trend nationwide, beginning April 3<sup>rd</sup>, Department of Health will end the Secretary of Health’s mask mandate for healthcare, long term care, and adult correctional facilities; if people want to continue to wear a mask that is okay.

**iv. ADJOURNMENT**

The meeting adjourned at 6:22 p.m.

\* = Indicates action items

**ATTENDANCE**

MEMBERS	GUESTS/ORGANIZATIONS	STAFF
<p><u>Present</u>            Donna Gearns            Frances Aquiningoc            Kathy Lougheed            Rae Williams            Heidi Scheibner            Jennifer Crider            Shannon Turner</p> <p><u>Absent</u>            Veola Taylor            Sandra Lacelle            Jennifer Acuna</p>	<p>Kim McCarty, DDA            Kimberly Adams, Parent Advocate            Cathy Borelli, People First            Lindsey Woodruff, Trillium Employment Services            Marina Jacobsen, Trillium Employment Services            Melia Hughes, Easter Seals            Alejandra Gutierrez, Easter Seals            Bryan Gross, Salish BH-ASO</p>	<p>Kelly Oneal</p>

*The Mission of the developmental disabilities advisory board is to promote choice, opportunity, and support. for people with disabilities in an enhanced community where all people are included, respected, and dignified.*

## **Kitsap County Developmental Disabilities Advisory Board**

**Date: June 6, 2023**

**Time: 5:00 p.m.**

[Join meeting here](#)

**Call-in Option: 1-253-215-8782**

**Meeting ID # 859 7499 3068**

**Passcode # 267982**

**In person: Port Blakley Conference Room, KC Administration Building**

**614 Division St., Port Orchard, 98366**

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### **A G E N D A**

- 1. CALL TO ORDER**
- 2. INTRODUCTIONS**
- 3. APPROVAL OF May 2, 2023, MINUTES\***
- 4. ADDITIONS/APPROVAL OF AGENDA\***
- 5. OLD BUSINESS**
  - A. Working Age Adult Policy Implementation**
  - B. Transition Student Update**
  - C. Virtual Kitsap County Resource Fair Update**
- 6. COMMUNITY INPUT**
- 7. NEW BUSINESS**
  - A. Legislative and Budget Update**
  - B. Advocacy Reports**
  - C. Community Investments in Affordable Housing-Joel Warren**
  - D. Contracts 2023-2024\***
  - E. DDA/DVR Provider Updates**
    - DVR Annual Report**
  - F. Provider Updates**
  - G. Officer Report**
    - a) Transportation-Heidi S.**
    - b) September Meeting**
  - H. Staff Report**
- 8. ADJOURNMENT**

\* = Indicates action item

**KITSAP COUNTY DEVELOPMENTAL DISABILITIES ADVISORY  
BOARD MEETING MINUTES**

5:00pm – 6:30pm  
Tuesday, May 2, 2023

1. **CALL TO ORDER** – Sandra LaCelle called the meeting to order at 5:03 p.m. via Zoom.
2. **INTRODUCTIONS** - Members and guests introduced themselves; attendance was taken.
3. **APPROVAL OF April 4, 2023, MINUTES\***

*MOTION: Kathy Lougheed moved to approve April 4, 2023, minutes with Donna Gearns seconded. Motion carried.*

4. **ADDITIONS/APPROVAL OF AGENDA\***

*MOTION: Donna Gearns moved to approve to the agenda with no amendments Kathy Lougheed seconded. Motion carried.*

5. **OLD BUSINESS**

a. **Working Age Adult Policy Implementation**

- i. Updates on federal employment efforts and the Employment First Coalition (EFC) activities including, Partners for Work (PFW) was provided:
  - Kelly met with the NW Region Navy ED and HR staff who expressed interest in supported employment. Kelly is meeting next week with HR staff to talk in more detail about the potential process for developing supported employment positions.
  - PSNS reached out to Kelly, they had connected previously regarding working together in developing a process for building supported employment positions. Kelly will meet with them this month.
  - Bainbridge Island Rotary hosted their mock interview event last month, but the Vocational Services Chair was unable to attend, so in the process of reaching back out to discuss scheduling job tours.
  - Silverdale club is interested in hosting mock interviews and we will also inquire about adding a job tour component to this event; the Kingston club who has put the hiring of a greeter position on hold, has planned for the

interested candidate to present their resume to the club at an upcoming meeting, so when they are ready to hire this can be used as the potential interview.

- DDA allowing unspent funds flexibility in spending. Like last year, WISE is offering to support agencies participate in Investments in the Field projects; Cares reached out with interest in participating in the Organizational Development and Training Systems project.
- A reminder was provided that the Informing Families website is a great resource geared towards families; information and resources on the site cover services, planning, and stories; their spring newsletter was shared. [Informing Families | Navigating the future](#)

**b. Transition Student Update**

- i. 2023 School to Work class, has 4 students employed and hoping to add additional jobs by June.
- ii. 2024 Job Foundation reports still coming in and hoping to have JF teams meet before school year ends.
- iii. Kelly shared a reminder on the upcoming IEP Workshop/Clinic facilitated by PAVE on June 7th at OESD from 11am to 1 pm. Registration through PAVE.
- iv. South Kitsap High School is hosting an in-person parent event on June 1; hoping to connect with younger families of incoming students around transition services to plan and prepare for the student's final years of school and beyond; DDA, County, DVR and KCPC representatives will be attending to provide information about their services. Hoping to resume other school outreach activities in the coming year.
- v. Kelly also shared that funds to support inclusionary practices were included in the final Legislative budget.

**c. 2023 Virtual Kitsap County Resource Fair**

- i. Kelly shared stats for the virtual resource fair that kicked off in April. There have been 124 views to the main page, 33 views to the adult employment page, 26 views for early intervention services page, and 26 views to the transition student's page. Overall viewership is down compared to this time last year.

**6. COMMUNITY INPUT**

- a. Melia Hughes, Kitsap County Parent Coalition (KCPC)

Coordinator shared upcoming events:

- i. Next KCPC meeting will be May 24 at 6p.m to 7: 30p.m via Zoom. Topic for discussion: Meeting the DD Ombuds and learning about their services.
- ii. Kid's Day 2023 at the Fairgrounds will be June 3, 2023, from 10a.m to 2p.m; KCPC will be hosting a resources booth at the event.
- iii. Legislation session ended and you can find legislative documents on the Arc of WA website.
- iv. Flyers and registration details for upcoming events on the KCPC website: <https://kitsapcountyparentcoalition.org>; for more information contact Melia at 360-373-2502, ext. 100.

## **7. NEW BUSINESS**

### **a. Legislative and Budget Update**

- i. Kelly discussed the final budget provisions and bills of interest; the budget documents can be viewed on the Arc of WA website. Highlights included:
  - Added funds for high school transition students; funding and increasing rates for various programs focused on community housing and community supports as well as decreasing unnecessary hospitalizations; funding also includes a one-time payment for early intervention services.
  - Funding for the implementation of minimum standards for training of 988 crisis line call centers; increasing available audiologists, SLPs and MH counselors by recognizing out of state licenses; expanding health care coverage to include hearing instruments.
  - Increased rates for IE and CI services were included but well below the recommended rates in the cost study; see this impacting service, as well as continued slow rollout of concurrent services statewide. DDA is still sorting out provider rates given the added funds; more details to come.
    - Federal legislation was discussed as action is planned for states; one area of focus is support of long-term workers and family caregivers in a variety of ways, including funding and training.

### **b. Advocacy Reports**

- i. Kimberly Adams shared the next People First meeting will be held at Communitas, May 4<sup>th</sup> at 4p.m – 5:30p.m.
- ii. The meetings are held on the 1<sup>st</sup> Thursday, monthly. Kimberly will confirm future meeting locations.



**c. 2023 Community Summit Update**

Registration opened in April. Currently, 17 have registered to attend in-person and 1 virtually. As the county was able to reserve a certain number of in-person scholarships, those registrations need to be submitted by Friday, May 5th as registration will be opened to the public at that time. Summit dates are June 13 – June 15 and virtual attendance remains an option.

**d. South Sound Parent to Parent**

i. Sylvia Davenport, Helping Parent, Program Director shared an overview of the program. As of April 1<sup>st</sup>, the program added Kitsap and Jefferson counties to their service area for Parent to Parent (P2P) services. The program is focused on providing families with access to support groups, matching families for 1:1 parent support, and sib-shops as well as offering support in both English and Spanish.

- Kim Smith is the South Sound director; Kimberly Adams was hired as the local Kitsap County P2P Coordinator; Blanca and Angie provide support to Spanish speaking participants and families; the agency is currently seeking a part-time P2P coordinator for Jefferson County.
- Kelly has been provided with outreach and communication materials in both English and Spanish; Kelly will add agency information to the virtual resource fair site.
- Agencies should send interested parents to the SSPP team, and the team will discuss and connect parents to staff. [Helping Parent | SSP2P](#)

**e. Contracts 2023-2024**

i. Currently working on budget projections for the upcoming contract period, July 1, 2023 – June 30, 2024. They will be available at the June meeting for the Board members to review and vote on.

**f. DDA/DVR Updates**

i. Kim McCarty shared that the DDA intake/eligibility staff will be on site in the Bremerton office on Mondays, Tuesdays, and Fridays with some flexibility. The Public Health Emergency ends May 11, 2023:

- DDA going back to in-person assessments with families able to request virtual assessments with video, if prefer.
- Medicaid client eligibility reviews will resume, staff sending out 60-day notices for those clients who are found no longer eligible.
- Other changes include services in plan must

identify a provider within 90 days or service will be removed from plan until found.

- 50% of DDA CRM staff are new, so they are also learning to conduct in-person assessments.
- ii. Covid-19 exposure notification app WA Notify, ending May 11, 2023.
  - iii. DVR annual report to be discussed at June meeting.

**g. Provider Updates**

None

**h. Officer Report**

- i. Jennifer Acuna was approved by the BOCC for another term.
  - Heidi S. not in attendance so no transportation update.

**i. Staff Report**

- i. Kelly thanked the board members for their service and commitment to the program.

**8. ADJOURNMENT**

The meeting adjourned at 6:07 p.m. The June 2023 meeting will be Tuesday, June 6, 2023, it will be held both in-person at the Port Blakely conference room and via Zoom.

\* = Indicates action items

## ATTENDANCE

MEMBERS	GUESTS/ORGANIZATIONS	STAFF
<u>Present</u> Sandra LaCelle Donna Gearns Rae Williams Jennifer Crider Kathy Lougheed Shannon Turner Frances Aquiningoc  <u>Absent</u> Veola Taylor Heidi Scheibner Jennifer Acuna	Kim McCarty, DDA Kimberly Adams, South Sound, Kitsap P2P Coordinator Sylvia Davenport, South Sound Angie Godinez, South Sound Melia Hughes, Kitsap County Parent Coalition Bryan Gross, Salish BH- ASO, SYNC Blanca Hernandez, South Sound	Kelly Oneal Sonya Miles Kesha Anderson - Evans

## **Kitsap County Developmental Disabilities Advisory Board**

**Date: May 2, 2023**

**Time: 5:00 p.m.**

**[Join meeting here](#)**

**Call-in Option: 1-253-215-8782**

**Meeting ID # 819 4100 9121**

**Passcode # 030686**

**In person: Port Blakley Conference Room, KC Administration Building  
614 Division St., Port Orchard, 98366**

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### **A G E N D A**

- 1. CALL TO ORDER**
- 2. INTRODUCTIONS**
- 3. APPROVAL OF April 4, 2023 MINUTES\***
- 4. ADDITIONS/APPROVAL OF AGENDA\***
- 5. OLD BUSINESS**
  - A. Working Age Adult Policy Implementation**
  - B. Transition Student Update**
  - C. Virtual Kitsap County Resource Fair Update**
- 6. COMMUNITY INPUT**
- 7. NEW BUSINESS**
  - A. Legislative and Budget Update**
  - B. Advocacy Reports**
  - C. 2023 Community Summit Update**
  - D. South Sound Parent to Parent - Sylvia Davenport and Angie Gomez**
  - E. Contracts 2023-2024**
  - F. DDA/DVR Provider Updates**
  - G. Provider Updates**
  - H. Officer Report**
    - a) Transportation-Heidi S.**
  - I. Staff Report**
- 8. ADJOURNMENT**

\* = Indicates action item

**KITSAP COUNTY DEVELOPMENTAL DISABILITIES ADVISORY  
BOARD MEETING MINUTES**

5:00pm – 6:30pm  
Tuesday, April 4, 2023

1. **CALL TO ORDER** – Sandra LaCelle called the meeting to order at 5:00 p.m. via Zoom.
2. **INTRODUCTIONS** - Members and guests introduced themselves; attendance was taken.
3. **APPROVAL OF March 7, 2023, MINUTES\***

*MOTION: Rae Williams moved to approve March 7, 2023, minutes with Donna Gearns seconded. Motion carried.*

4. **ADDITIONS/APPROVAL OF AGENDA\***

*MOTION: Donna Gearns moved to approve to the agenda with no amendments Jennifer Acuna seconded. Motion carried.*

5. **OLD BUSINESS**

- a. **Working Age Adult Policy Implementation**

- i. Updates on federal employment efforts and the Employment First Coalition (EFC) activities including, Partners for Work (PFW) was provided:
  - Kelly has meeting next week with the supervisor of the two HR federal employees she met with back in February. After they followed up with their leadership, he asked for this meeting to discuss supported employment and possible next steps.
  - Kingston Rotary club that has been interested in hiring a greeter finally have a potential candidate to consider.
  - Bainbridge Island Rotary is hosting the mock interview event on April 17<sup>th</sup>; there will be 3 job seekers participating; the job seekers industries of interest have been shared with the club's Vocational Services committee and the plan is to schedule job tours with each job seeker following the event.
  - The EFC subcommittee focused on outreach to the business contacts shared at the KEDA event; to date they have not gotten any responses back from those businesses after following up.

- ii. A list of community businesses with supported employees on staff was shared, list of employers also available online.

**b. Transition Student Update**

- i. 2022 School to Work (S2W) class, another former S2W student was recently hired.
- ii. 2023 School to Work class, had three additional students hired this month; a total of 4, S2W students are working.
- iii. 2024 Job Foundation activities almost completed for all students participating.
- iv. Kelly shared a reminder on the upcoming IEP Workshop/Clinic facilitated by PAVE on April 19<sup>th</sup> with the topic of High School Transition at OESD from 11am to 1 pm.
- v. Kelly attended the final Universal Design for Learning (UDL) three-part webinar in March focused on inclusionary practices for students with disabilities, presenters shared they will continue to be working with the state's school systems in planning and incorporating concepts.
- vi. Jennifer shared an update on senate proposals for inclusionary practices and noted monies are being proposed for continuation.

**c. 2023 Virtual Kitsap County Resource Fair**

- i. The virtual fair kicked off April 3<sup>rd</sup>. Kelly toured the fair website highlighting the featured programs, agencies, and services. The webpage covering early learning services contained Autism resource navigation and contact information; the employment services page shared provider success stories as well as stats; and the transition services page included the job foundation informational video which is available in multiple languages. Holly Ridge staff and Kitsap County Parent Coalition Coordinator helped county staff in planning and coordinating this year's virtual fair.

**6. COMMUNITY INPUT**

- a. Melia Hughes, Kitsap County Parent Coalition (KCPC) Coordinator shared upcoming events:
  - i. Neuro-diversity Night on April 5<sup>th</sup> at Ashley Pub's in Bremerton, Monica Meyer will present;
  - ii. On April 11<sup>th</sup> from 6-8 pm, Monica Meyer will provide an overview of autism, Autism 101;
  - iii. On April 26<sup>th</sup> from 6-8 pm the monthly KCPC meeting will

- be held; the topic is how to advocate for your child to get the right diagnosis; Dr. Violeta Gomes will be presenting.
- iv. Flyers and registration details for upcoming events on the KCPC website: <https://kitsapcountyparentcoalition.org>; for more information contact Melia at 360-373-2502, ext. 100.

## **7. NEW BUSINESS**

### **a. Legislative and Budget Update**

- i. The Governor, House, and Senate budgets are out as well as the weekly Bills of Interest. Kelly sent an updated Bills of Interest to the board for review. The focus is now on reconciling all three to develop the final budget. Areas that were addressed in all three budgets were discussed. Highlights included:
- Funds to support community housing options and decrease unnecessary hospitalizations, a variety of items were proposed that included:
    - an AFH pilot project; expanding diversion bed capacity; increasing mobile diversion services; increasing rates to SL providers, assisted living providers; rate parity to home care agencies; creation of a new program for people with I/DD who are in hospitals but not eligible for services due to their immigration status; increase rates and training opportunities to providers who support people with complex needs.
  - Continued funding for Dan Thompson projects beyond June; clarified it is for all money in the account.
  - Funds to support Extension of Community Healthcare Outcomes, (ECHO); increase funds for developmental screenings and assessments; increase reimbursement rates for ABA therapy; and increase the cap on special education funding from 13.5% to 15%.
- ii. The proposed rate increase in both the House and Senate budgets for IE and CI services was discussed; both were the same rates as proposed in the governor's budget; as noted at previous meetings that rate is well below the recommended rates from the cost study that was submitted to the Legislature back in October. The department asked the county commissioners to write a

letter of support for the cost study rate recommendations and it was sent to the House/Senate last week; DDA is allowing counties flexibility for the remainder of the contract period beginning in April to fund provider stabilization through June 2023 with existing unspent funds.

- iii. Karen Williams, Trillium's Executive Director, and president elect of the statewide provider organization, Community Employment Alliance (CEA) shared that the staffing crisis is having a significant impact on agencies ability to provide services. Sees low paying wages as a major impact to hiring skilled/necessary staff and the importance of advocating for increases. Karen also explained the hourly wage breakdown, it has been 12 years since a rate increase, and the breakout of various expenses within the organization, including billable hours. Karen also discussed the long-term consequences and impact on the entire system and services when agencies are unable to attract and retain staff.

**b. Advocacy Reports**

- i. Kimberly Adams shared they are working with Communitas as potential place to hold in person People First meetings.

**c. 2023 Community Summit Update**

Registration has not opened yet; anticipate it should happen soon with details forwarded out once this happens.

**d. Salish Youth Network Collaborative (SYNC), Salish BH-ASO**

- i. Brian provided an overview and PPT presentation of the Salish Youth Network Collaborative (SYNC) program, new to the Salish BHASO. SYNC services youth 0 – 18 years old and their families with complex behavioral health needs via referral for the three counties – Clallam, Jefferson, and Kitsap, regardless of income. SYNC will assist those over 18 years old with locating resources. The purpose of the program is to pull services together and create a collaborative system among providers to streamline the process working with the systems already in place. Those interested should contact the [Salish-bhaso@kitsap.gov](mailto:Salish-bhaso@kitsap.gov). The website launches on Monday, April 17<sup>th</sup> and the program will present at the Commission on Children and Youth meeting on April 6<sup>th</sup>.
  - SYNC does not provide treatment services, nor increase beds in the state but will seek to increase availability of resources. Also planning to create outreach and communications resources to go out to hospitals.



**e. Board Officer Elections**

- i. Two nominations were received, Sandra LaCelle for Chair and Donna Gearns for Vice Chair.

*MOTION: Sandy LeCelle nominated for chair and Donna Gearns nominated for vice chair. The board moved approve to the nominations as presented. Motion carried.*

**f. DDA/DVR Updates**

- i. Kim McCarty shared Intake and Eligibility staff will be on-site at their office in Bremerton on Monday, Tuesday, and Fridays. DDA recruiting for case managers in Bremerton continues.
- ii. Kelly shared that DDA appointed an interim DDA assistant secretary, Dr. Tonik Joseph as Debbie Roberts resigned from that position last month; DDA is currently recruiting for a permanent replacement. Kelly also shared a handout on an upcoming documentary screening, *UNSEEN: How We're Failing Parent Caregivers & Why It Matters*, on April 19<sup>th</sup> focused on parent caregiver challenges. Those interested can register to attend in-person or online.

**g. Provider Updates**

None

**h. Officer Report**

- i. Discussion continued regarding meetings. With most meetings held throughout the year with a virtual option, it was agreed to keep the meeting day on Tuesday; there will be in-person only meetings held twice a year, in March and September.

**i. Staff Report**

- ii. Kelly shared South Sound now hosting parent-to-parent contract through the State Arc of Washington as of April 1<sup>st</sup>. They will expand the current counties they are serving to include Jefferson and Kitsap counties. They plan to hire a local P2P coordinator; Sylvia and Angie will attend a future board meeting to provide an overview.

**8. ADJOURNMENT**

The meeting adjourned at 6:23 p.m. The May 2023 meeting will be Tuesday, May 2, 2023, it will be held both in-person at the Port Blakely Conference Room and virtually via Zoom.

\* = Indicates action items

## ATTENDANCE

MEMBERS	GUESTS/ORGANIZATIONS	STAFF
<u>Present</u> Sandra LaCelle Donna Gears Frances Aquiningoc Jennifer Acuna Rae Williams Jennifer Crider Shannon Turner  <u>Absent</u> Veola Taylor Heidi Scheibner Kathy Lougheed	Kim McCarty, DDA Kimberly Adams, Parent Advocate Miranda Fort, Easterseals Sylvia Davenport, South Sound Angie Godinez, South Sound Melia Hughes, Kitsap County Parent Coalition Bryan Gross, Salish BH- ASO, SYNC Karen Williams, Trillium & Community Employment Alliance (CEA)	Kelly Oneal Sonya Miles Kesha Anderson - Evans

*The Mission of the developmental disabilities advisory board is to promote choice, opportunity, and support for people with disabilities in an enhanced community where all people are included, respected, and dignified.*

## **Kitsap County Developmental Disabilities Advisory Board**

**Date:** September 5, 2023  
**Time:** 5:00 p.m.  
**Location:** Communitas, 2<sup>nd</sup> Floor Training Room  
920 Park Ave., Bremerton

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### **A G E N D A**

- 1. CALL TO ORDER**
- 2. INTRODUCTIONS**
- 3. APPROVAL OF June 6, 2023 MINUTES\***
- 4. ADDITIONS/APPROVAL OF AGENDA\***
- 5. OLD BUSINESS**
  - A. Working Age Adult Policy Implementation**
  - B. Transition Student Update**
  - C. Virtual Annual Resource Fair Update**
  - D. Accessible Communities Advisory Committee**
- 6. COMMUNITY INPUT**
- 7. NEW BUSINESS**
  - A. Legislative and Budget Update**
  - B. Advocacy Reports**
  - C. Statewide Employment Rallies**
  - D. DDA Intake and Eligibility**
  - E. Contracts 2023-2024 Update**
  - F. DDA/DVR Provider Updates**
  - G. Provider Updates**
  - H. Officer Report**
    - a) Kitsap County Advisory Group Equity Training**
  - I. Staff Report**
- 8. ADJOURNMENT**

\* = Indicates action item

**KITSAP COUNTY DEVELOPMENTAL DISABILITIES ADVISORY  
BOARD MEETING MINUTES**

5:00pm – 6:30pm  
Tuesday, June 6, 2023

1. **CALL TO ORDER** – Sandra LaCelle called the meeting to order at 5:02 p.m. via Zoom.
2. **INTRODUCTIONS** - Members and guests introduced themselves; attendance was taken.
3. **APPROVAL OF May 2, 2023, MINUTES\***

*MOTION: Donna Gearns moved to approve May 2, 2023; minutes as presented Rae Williams seconded. Motion carried.*

4. **ADDITIONS/APPROVAL OF AGENDA\***

*MOTION: Fran Aquiningoc moved to approve to the agenda with no amendments Jennifer Acuna seconded. Motion carried.*

5. **OLD BUSINESS**

- a. **Working Age Adult Policy Implementation**

- i. Updates on federal employment efforts and the Employment First Coalition (EFC) activities including, Partners for Work (PFW) was provided:
  - Kelly met with Navy Region NW staff; had preliminary conversations regarding supported employment; additional work needed to talk through the details; unsure when will meet again but there is interest on their part to learn more about collaborating.
  - Kelly met with PSNS staff who are more familiar with the proposed process; sees work with PSNS helping to lay the groundwork for developing a process around supported employment and what it could look like within federal government. Kelly along with WISE staff is going back Thursday and Friday of this week to meet with identified department managers to discuss services, collaboration and potential positions. Kelly is hoping to use the resulting process and information as a guide for other departments within PSNS as well as other federal employer partners.
  - Partners for Work - Reached out to the

Bainbridge Island Club regarding the job tours discussed as an addition to the mock interview event; feedback from club declined to pursue tours at this point; did request to meet with their vocational services committee to discuss other activities with the club. A meeting with the Silverdale Club is in the works to schedule mock interviews and discuss adding job tours as part of this event. Lastly, the Kingston club expressed interest in hiring a greeter but has put this on hold temporarily; there is a potential candidate who is interested in applying for the position.

**b. Transition Student Update**

- i. 2023 School to Work class: four students employed, hoping to add additional jobs in the coming months.
- ii. 2024 Job Foundation reports: All nineteen reports have been scored and submitted to DDA with all final reports having gone out to their teams; it is anticipated that all students will move into School to Work for their final year which begins next month in July; there was one additional student that completed Job Foundation that was hired; currently have three of the 2024 transition students working right now.
- iii. The last IEP Workshop/Clinic facilitated by PAVE for this year is scheduled on June 7th at OESD from 11am to 1 pm. A meeting will be held in August to schedule next year's IEP Clinics.
- iv. Start Now event was hosted by South Kitsap High School last week; it included representatives from DVR, KCPC, and Kitsap County DD. Both families and teachers attended.

**c. 2023 Virtual Kitsap County Resource Fair Update**

Kelly will share final resource fair outcome data at September meeting.

**6. COMMUNITY INPUT**

**a. Melia Hughes, Kitsap County Parent Coalition (KCPC) Coordinator provided an update:**

- i. KCPC meeting in May hosted the DD Ombuds who provided information regarding their role and services; a recording of this presentation is available for those interested on the KCPC website.
- ii. Melia attended two recent events: Start Now and Kids Day. She shared meeting with families at both events and

- signing them up for the newsletter.
- iii. The next KCPC meeting will cover Housing on June 27th from 6pm to 7:30pm.
  - iv. The next Autism workshop provided by Monica Meyer is scheduled on June 20th from 6pm to 8:30pm. The topic: Autism Therapies and Best Practice Supports.
  - v. Melia mentioned she will attend the Community Summit for the first time.
  - vi. Registration details for upcoming events on the KCPC website: <https://kitsapcountyparentcoalition.org>; for more information contact Melia at 360-373-2502, ext. 100.

## **7. NEW BUSINESS**

### **a. Legislative and Budget Update**

- i. Last month the final budget was reviewed, and the Governor signed it on May 16<sup>th</sup>. Kelly reviewed budget highlights from DDA's summary that weren't covered during previous meetings. Highlights included:
  - The personal needs allowance increasing so people living in residential settings can keep more of their income; expansion of Medicaid waiver services to include youth in foster care aging out of the system that are DD eligible; and changes to DDA eligibility so anyone who becomes service eligible between ages 3-17 does not lose eligibility or need a re-determination of eligibility.
  - DDA continues to sort out rate allocations for the IE and CI programs. Agencies continue to struggle with capacity in hiring and retaining qualified staff.
  - Kelly received notification in May that one of the three CI providers will discontinue offering CI services beginning in July; working with the three people impacted to connect with the other two CI providers. Two agencies are looking to add CI services.
  - DDA's annual report was shared. Highlights of the report included an outline of DDA goals and values; services and quality indicators, and tracking goal outcome data locally and nationwide.

### **b. Advocacy Reports**

Cathy Borrelli provided an update. She shared the Kitsap People First chapter began meeting in-person at Communitas; their chapter is doing well and currently has 9 members. A group is going to the Community Summit as well as the People First convention this year. Cathy will connect with Kelly to discuss possible scholarship assistance to cover the cost of attendance for the convention. Those interested in learning more

about the Kitsap People First chapter or have questions should contact Cathy directly.

**c. Community Investments in Affordable Housing (CIAH)**

Joel Warren provided an overview of the CIAH program, sharing it is composed of two separate funding sources; the criteria of each program was reviewed, and he shared annual funding is about \$5.5 million dollars. The program serves people who are earning 60% or less of the Area Median Income (AMI) and is one component of other county funded programs related to housing and homelessness. The CIAH program was designed to support construction and/or acquire housing to provide emergency shelter beds, transitional housing, or permanent supportive housing. In addition to new construction, rehabbing, or buying land it can also fund facilities like larger shelter complexes in addition to covering operations and maintenance.

- i. Looking to fund 2-yr contracts w/out an option to have the same awarded organization apply within 1 – 2 years following. Shared calendar and website information. While pre-application was required in May, if organizations wanted to apply following that deadline since the program is new, they can email GRC for more information.

**d. Contracts 2023 – 2024**

- i. Kelly provided an overview of the 23 -24 budget projections and the overall contracting process, community members served, and funding timeline, running from July 1<sup>st</sup> – June 30<sup>th</sup>. The budget is based on projected expenditures by agency. Kelly also discussed provider rates being used in agency projected budgets are an estimate as the rate increases have not yet been determined and provided by DDA so there could be changes once that information is available. County staff still working with WISE to plan their upcoming year's budget; which will come from the training and technical assistance dollars.
- ii. An updated budget will be sent to the Board once the rate and WISE projections are finalized.

*MOTION: Jennifer Acuna moved to approve the 2023 – 2024 budget as presented Rae Williams seconded. Motion carried.*

**e. DDA/DVR Updates**

- i. Kim McCarty shared the DDA Regional Administrator Louise Hicks will be retiring at the end of June and Judy Miller, Deputy Regional Administrator has accepted the position starting on July 1; they are currently in the process of hiring someone to fill her soon to be vacated position. In the Bremerton office, Melinda has been hired

- as the no paid services (NPS) case manager and currently is in training.
- ii. DDA is conducting a housing needs assessment survey, unsure of the deadline but the link was still live at the time of the meeting.
  - iii. Information provided about a scam related to Medicaid coverage in which the Health Care Authority (HCA) has gotten reports that Medicaid recipients are getting fraudulent texts and phone calls asking for money in order to enroll or renew coverage.
  - iv. Kelly provided an overview and highlights from the DVR annual report. DVR decreased their wait list by 55% compared to the previous year. There was also a significant drop in applications but now seeing an increase over the last quarter. Highlights also included an increase in outreach efforts and overview of DEI efforts as well as sharing success stories.

**f. Provider Updates**

Melia shared for Kimberly Adams that Sibshops will start up again, no information yet on the dates but they will be held at Bethany Lutheran Church starting sometime this summer.

**g. Officer Report**

- i. No update on transportation as Heidi S. not in attendance.
- ii. No July or August meeting. Next meeting is on September 5<sup>th</sup> and will be held in-person, no virtual option.

**h. Staff Report**

- i. Kelly thanked the board members for their service and commitment to the program.

**8. ADJOURNMENT**

The meeting adjourned at 6:08 p.m. The September 2023 meeting will be Tuesday, September 5, 2023, it will be held in-person at Communitas in Bremerton.

\* = Indicates action items



## ATTENDANCE

MEMBERS	GUESTS/ORGANIZATIONS	STAFF
<p><u>Present</u> Sandra LaCelle Donna Gears Rae Williams Jennifer Crider Kathy Lougheed Shannon Turner Frances Aquiningoc Jennifer Acuna</p> <p><u>Absent</u> Veola Taylor Heidi Scheibner</p>	<p>Kim McCarty, DDA Kimberly Adams, Parent Advocate Melia Hughes, Kitsap County Parent Coalition Joel Warren, Community Investments in Affordable Housing (CIAH) Cathy Borrelli, Kitsap People First</p>	<p>Kelly Oneal Kesha Anderson - Evans</p>

## **Kitsap County Developmental Disabilities Advisory Board**

**Date: October 3, 2023**

**Time: 5:00 p.m.**

**Location: [Join Zoom here](#)**

**Call-in Option: 1-253-215-8782**

**Meeting ID # 812 0328 9394**

**Passcode # 513208**

**In person: Port Blakley Conference Room, KC Administration Building  
614 Division St., Port Orchard**

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### **A G E N D A**

- 1. CALL TO ORDER**
- 2. INTRODUCTIONS**
- 3. APPROVAL OF September 5, 2023 MINUTES\***
- 4. ADDITIONS/APPROVAL OF AGENDA\***
- 5. OLD BUSINESS**
  - A. Working Age Adult Policy Implementation**
  - B. Transition Student Update**
  - C. County Supported Employment**
- 6. COMMUNITY INPUT**
- 7. NEW BUSINESS**
  - A. Legislative and Budget Update**
  - B. Advocacy Reports**
  - C. Partners4Housing - Pam Blanton**
  - D. Housing Development - Mary Bushnell, Vadis**
  - E. Voter Accessibility**
  - F. 2024 Community Summit**
  - G. DDA/DVR Updates**
  - H. Provider Updates**
  - I. Officer Report**
  - J. Staff Report**
- 8. ADJOURNMENT**

\* = Indicates action item

**KITSAP COUNTY DEVELOPMENTAL DISABILITIES ADVISORY  
BOARD MEETING MINUTES**

5:00pm – 6:30pm  
Tuesday, September 5, 2023

1. **CALL TO ORDER** – Donna Gearns called the meeting to order at 5:01 p.m. meeting held in-person at the Communitas Building in Bremerton.
2. **INTRODUCTIONS** - Members and guests introduced themselves; attendance was taken.
3. **APPROVAL OF June 6, 2023, MINUTES\***

*MOTION: Shannon Turner moved to approve June 6, 2023; minutes as presented Kathy Loughheed seconded. Motion carried.*

4. **ADDITIONS/APPROVAL OF AGENDA\***

*MOTION: Rae Williams moved to approve the agenda as amended. Shannon Turner seconded. Motion carried.*

5. **OLD BUSINESS**

- a. **Working Age Adult Policy Implementation**

- i. Updates on federal employment efforts and the Employment First Coalition (EFC) activities including, Partners for Work (PFW) was provided:
      - Kelly met with PSNS department managers in June that included job tours in different departments to get a sense of the work being done. A job position was developed between duties in two departments. Kelly met again in August with PSNS that included HR staff to discuss next steps for a potential supported position. These would be federal jobs, more details to come. Kelly also sees this as an opportunity in setting up processes with PSNS that can be used as a model for other federal employers. Next meeting planned in September.
      - Partners for Work – Mock interview event on September 21<sup>st</sup> with Silverdale Rotary club.
      - Planning to hire a new greeter for the Bainbridge Island Rotary Club, hoping to have the person start in October.
      - Working with the Kingston Rotary to

schedule an employer testimonial at an upcoming meeting.

**b. Transition Student Update**

- i. 2023 School to Work- Five students employed, hoping to add a sixth student soon.
- ii. 2024 Job Foundation reports, currently there are 17 students that moved into School to Work from Job Foundation as two dropped out of the program: currently two of the 2024 transition students working right now. Kelly created a School to Work visual tracker to show additional data for the program.
- iii. Upcoming IEP Workshop/Clinic facilitated by PAVE will be held via Zoom on the following dates:
  - September 27<sup>th</sup> from 4p - 5:30p – Understanding the Special Education Process.
  - November 29<sup>th</sup> from 4p - 5:30p – Mediation / Facilitated IEP with Sound Options.
  - January 31<sup>st</sup> from 4p-5:30p – Extended School Year.
  - April 10<sup>th</sup> from 4p - 5:30p – High School Transition.
  - Clinics will be scheduled separate and “office hours” will be set aside for students/families to schedule individual meetings to review and discuss their IEPs with a PAVE representative.

**c. 2023 Virtual Kitsap County Resource Fair Update**

- i. Kelly shared data from the 2023 resource fair, which occurred from April 3<sup>rd</sup>-June 30<sup>th</sup>.
  - 557 views overall
  - 139 views on the transition services page
  - 81 views on child development services page
  - 74 views on the employment services page
- ii. The 2024 Resource fair will be in-person, more details to come.

**d. Accessible Communities Advisory Committee**

- i. The Bikes for All event is Sept 9<sup>th</sup>, 10a - 2p located at the Fairgrounds. This free event is from the Outdoors for All Foundation, registration is not required.
- ii. Project still in the works to purchase two adaptive bikes that will be available for check-out through the City of Poulsbo.
- iii. Portable ramps are available to rent through The Arc.

## **6. COMMUNITY INPUT**

- a. Melia Hughes, Kitsap County Parent Coalition (KCPC) Coordinator shared upcoming events:
  - i. Kingston is hosting an open house, Resource Fair on Sept 6<sup>th</sup>, from 5p - 7p with different agencies being available to provide information & support for families of adults & children with diverse needs.
  - ii. The next KCPC meeting will cover Applying for Guardianship in Kitsap County on September 26<sup>th</sup> from 6p - 7:30p.
  - iii. The next Autism workshop provided by Monica Meyer is scheduled on October 17<sup>th</sup> from 5:30p to 8:30p. The topic: Foster Independence and Autonomy at Home, School, & Work. Melia mentioned there will be 4 more three-hour sessions planned over the year.
  - iv. Visit the KCPC website, Facebook page, Instagram, or subscribe the KCPC newsletter to stay updated on upcoming meeting and events.
  - v. Registration details for upcoming events on the KCPC website: <https://kitsapcountyparentcoalition.org>; can also contact, Melia at 360-373-2502, ext. 100.

## **7. NEW BUSINESS**

- a. **Legislative and Budget Update**
  - i. Discussed updates on CMS settings guidelines, House Bill 2008, and the recruiting of the next Assistant Secretary for DDA. Highlights included:
    - DDA is making changes to their current processes to ensure CMS settings guidelines are being followed as intended. DDA wants to ensure that individuals receiving services are supported to access the community to the same degree as everyone else in the community does.
    - To implement House Bill 2008 which eliminates IQ scores in determining eligibility for DDA programs and services, DDA is working on revising current eligibility criteria, looking at what other states are doing, and are working on a communication plan for late 2023 so the public can provide feedback. Bill implementation is set for July 1<sup>st</sup>, 2025.
    - Hiring a new Assistant Secretary for DDA is underway. A survey was available for the public to provide feedback on qualifications to be considered

and what issues they want addressed.

**b. Advocacy Reports**

- i. The annual People First Convention is September 8<sup>th</sup> through the 10<sup>th</sup> in Ellensburg. Cathy will provide an update in October.

**c. Statewide Employment Rallies**

- i. Kelly shared that WISE was granted funds to hold six hybrid employment rallies including a statewide rally in Ellensburg on April 18<sup>th</sup>, and 19<sup>th</sup> 2024 from 9a - 4:30p (4/18) & 9a - 12:30p (4/19).

Other events include:

- Region 1: Spokane on October 17<sup>th</sup> from 9a-4:30p
- Region 1: Tri-Cities on October 19<sup>th</sup> from 9a-4:30p
- Region 2: Bellingham on February 20<sup>th</sup> from 9a-4:30p
- Region 2: Des Moines on February 22<sup>nd</sup> from 9a-4:30p
- Region 3: Vancouver on March 19<sup>th</sup> from 9a-4:30p
- Region 3: Tacoma on March 21<sup>st</sup> from 9a-4:30p
- Registration and additional detail can be located on the WISE website, [Employment Rallies - Wise \(gowise.org\)](https://www.gowise.org)

**d. DDA Intake and Eligibility**

- i. Kim McCarty shared that Maria Zahlar from Intake and Eligibility is typically in the Bremerton office 3x a week. She can assist families with DDA applications but need to contact mainline, 360-405-7800 to schedule an appointment. Maria is also available to present DDA Intake and Eligibility information to interested organizations.

**e. Contracts 2023 - 2024 Update**

- i. Kelly provided an updated 23-24 budget. Discussed at the June meeting were anticipated revisions to the projected budgets as the provider rates were an estimation given the IE and CI rates had not yet been established and provided by DDA. The upcoming year's budget for WISE was added as it was in process and not completed before the June meeting. The projected School to Work budget was adjusted to reflect 17 students are now participating instead of 19.

**f. DDA/DVR Provider Updates**

- i. Kim is attending the Kingston resource fair on Sept 6<sup>th</sup>; DDA intake eligibility packets will be available. Packets are also available via the website, or email via the contact us page. They will mail out packets upon request.
- ii. Kim shared the concern with 2024 transition students needing to apply now for a waiver due to possible 6–9-month processing

timeline.

- iii. As of June 1<sup>st</sup>, all documents in DDA are now digital, no more hard copies. All “wet signatures” will need to be scanned into the record management tool.
- iv. Changes took place in DDA Region 3 upper management; Judy Miller is the new DDA Region 3 Administrator and Andy Coulter is the new DDA Region 3, Deputy Administrator.
- v. Kim emphasized a concern with parents not having a plan for their kids if something tragic happens to them as so many are the primary caregivers for their sons and daughters. Regardless of the age of the parents, Kim urged that parents need to create a plan sooner than later.

**g. Provider Updates**

- i. Lindsey Woodruff with Trillium shared that Trillium is celebrating its 40th anniversary by posting stories to social media; 40 Years, 40 Stories. There will be open houses at each office to celebrate, w/ Kitsap County taking place on October 10<sup>th</sup> from 2p-5p.
- ii. Trillium shared one of their program goals for the year is 25 new jobs for clients; they’re also currently accepting new clients.
- iii. Lindsey shared that Trillium is working with their 2024 School to Work (S2W) transition students. Remaining three, unemployed 2023 S2W transition students have promising job leads.
- iv. Dennis Herzog w/ Peninsula Services shared that they are hiring for two new staff positions. The program director is getting ready for audits.
- iv. Parent to Parent, (P2P) SibShops beginning again. First one will be at Bethany Lutheran Church from 5:30 pm - 7 pm on September 14th. Dinner included. They will be held the second Thursday of the month. The South Sound Parent to Parent (P2P) newsletter has details of upcoming events and meetings.

**h. Officer Report**

**a. Kitsap County Advisory Group Equity Training**

- i. The County will be facilitating Equity Training provided by Lucretia Robertson for Advisory Board members, taking place in October:
  - Foundations for Equitable Public Engagement; October 12<sup>th</sup> from 6p-8p OR October 14<sup>th</sup> from 10a-12p.
  - Guiding Frameworks for Equitable & Inclusive Engagement; October 26<sup>th</sup> from 5:30p-6:30p.
  - Implementing Equity Tools for Planning & Collaboration; October 26<sup>th</sup> from 7p-8p.
  - Registration and additional details will be coming soon and

forwarded out to Board members.

ii. CI RFQ

- Two current agencies are wanting to begin offering CI services and will be completing an RFQ application. Need to assemble the Board's Quality Evaluation Committee (QEC) together in October to review, score and make recommendations regarding the applications. Current members are Sandy and Donna; looking for one more member to volunteer; if interested, contact Kelly.

i. **Staff Report**

i. None.

**8. ADJOURNMENT**

The meeting adjourned at 6:05 p.m. The October 2023 meeting will be Tuesday, October 3<sup>rd</sup>, 2023. It will be held both in-person and via Zoom.

\* = Indicates action items

**ATTENDANCE**

MEMBERS	GUESTS/ORGANIZATIONS	STAFF
<u>Present</u> Donna Gearns Rae Williams Kathy Loughheed Shannon Turner	Kim McCarty, DDA Melia Hughes, Kitsap County Parent Coalition Dennis J Herzog, Peninsula Services Marina Jacobsen, Trillium Lindsey Woodruff, Trillium	Kelly Oneal Justin Wing
<u>Absent</u> Veola Taylor Heidi Scheibner Jennifer Acuna Frances Aquiningoc Sandra LaCelle Jennifer Crider		



## **Kitsap County Developmental Disabilities Advisory Board**

**Date: December 5, 2023**

**Time: 5:00 p.m.**

**Meeting: [Join Zoom here](#)**

**Call-in Option: 1-253-215-8782**

**Meeting ID # 896 8460 3331**

**Passcode # 709780**

**In-person: Port Blakley Conference Room, KC Administration Building  
614 Division St., Port Orchard**

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### **A G E N D A**

- 1. CALL TO ORDER**
- 2. INTRODUCTIONS**
- 3. APPROVAL OF November 7, 2023 MINUTES\***
- 4. ADDITIONS/APPROVAL OF AGENDA\***
- 5. OLD BUSINESS**
  - A. Working Age Adult Policy Implementation**
  - B. Transition Student Update**
  - C. County Supported Employment Update**
- 6. COMMUNITY INPUT**
- 7. NEW BUSINESS**
  - A. Legislative and Budget Update**
  - B. Advocacy Reports**
  - C. 1/10 of 1% Projects-Hannah Shockley**
  - D. DD Board Priorities 2024\***
  - E. DDA/DVR Provider Updates**
  - F. Provider Updates**
  - G. Officer Report**
  - H. Staff Report**
- 8. ADJOURNMENT**

\* = Indicates action item

**KITSAP COUNTY DEVELOPMENTAL DISABILITIES ADVISORY  
BOARD MEETING MINUTES**

5:00pm – 6:30pm  
Tuesday, November 7, 2023

1. **CALL TO ORDER** - Donna Gearns called the meeting to order at 5:03 p.m. meeting via Zoom.
2. **INTRODUCTIONS** - Members and guests introduced themselves; attendance was taken.
3. **APPROVAL OF October 3, 2023, MINUTES\***

*MOTION: Kathy Loughheed moved to approve October 3, 2023; minutes as presented. Jennifer Acuna seconded. Motion carried.*

4. **ADDITIONS/APPROVAL OF AGENDA\***

*MOTION: Jennifer Acuna moved to approve the agenda as presented. Kathy Loughheed seconded. Motion carried.*

5. **OLD BUSINESS**

- a. **Working Age Adult Policy Implementation**

- i. Updates on federal employment efforts and the Employment First Coalition (EFC) activities including, Partners for Work (PFW) was provided:
  - Kelly shared efforts have slowed in the development of the hiring process with the PSNS position; needing to work through some identified barriers; the planned October meeting was canceled with the intent to rescheduled to meet in late November or December.
  - Early stages of planning are occurring to develop a supported employment position with another department, District Court who reached out regarding their interest.
  - Partners for Work (PFW) Update: The Bainbridge Island Rotary club hired a new greeter and they began last month; the incoming club President will be attending the 2024 Rotary International Convention in Singapore and will present on PFW.
  - Efforts continuing with the Kingston and Port Orchard clubs.
  - Continuing to work with WISE in developing a social media platform to highlight PFW efforts and activities with local Rotary clubs. More details to follow.

**b. Transition Student Update**

- i. 2023 School to Work (S2W) - a couple more students moved onto to long term funding after becoming job stable, hoping to have a few more students hired.
- ii. 2024 School to Work (S2W) – STW activities underway with 16 students continuing in the S2W program from the 19 that completed Job Foundation.
- iii. 2025 Job Foundation/School to Work - Kirsten met with all school districts, currently 14 students want to participate in this year's Job Foundation program.
- iv. Upcoming Bremerton ESD 114 Virtual Training Series facilitated by PAVE will hold via Zoom the next workshop:
  - November 29 from 4p-5:30p – Mediation / Facilitated IEP with Sound Options.
  - Unclear on the clinic/office hours for families/students to use for individual support from a PAVE advocate regarding their IEP. Follow-up with PAVE planned to clarify this option.
  - Visit [Bremerton ESD 114 2024 Virtual Training Series \(tfaforms.com\)](https://tfaforms.com) to register for sessions of the Virtual Training Series.

**c. Accessible Communities Advisory Committee**

- i. The state contract supporting the adaptive tricycle project was extended through June 2024. With this extension, efforts underway to develop the contract with The City of Poulsbo, more details to come.
- ii. Reminder that portable ramps through the ARC of the Peninsulas are available to rent.

**6. COMMUNITY INPUT**

- a. Melia Hughes, Kitsap County Parent Coalition (KCPC) Coordinator shared upcoming events:
  - i. The November KCPC meeting will be split into two separate days. Advocacy and Leadership Workshop Part 1 is scheduled on November 9 from 6p-8p, telling your story with a purpose. Advocacy and Leadership Workshop Part 2 is scheduled on November 13 from 6p-8p, practicing your pitch in front of other advocates.
  - ii. A Community Resource Fair is scheduled in person on November 16, from 6p-7p, at Cougar Valley Elementary, 13200 Olympic View Rd NW, Silverdale.
  - iii. The DDA Information Night and Application Assistance is scheduled on February 7, 2024, from 6p-7:30p. Opportunity to learn about application timelines, roadmap, and conditions for eligibility.

- iv. For registration details on upcoming events visit the KCPC events page: <https://kitsapcountyparentcoalition.org/events/> can also contact, Melia at 360-347-6412

## **7. NEW BUSINESS**

### **a. Legislative and Budget Update**

- i. Reminder the Governor's Budget will be out mid-December.
- ii. Kelly announced that Dr. Tonik Joseph was appointed Assistant Secretary for the Developmental Disabilities Administration (DDA) effective November 1. Dr. Joseph had been serving as the interim Director.
- iii. Discussed the Specialty Adult Family Home Pilot, which is geared to provide specialized trainings and resources to Adult Family Home (AFH) providers and their staff to meet the diverse needs of residents. The program started in September 2023 with three AFHs and 16 clients statewide. The goal is to add 16 clients per month until the budgeted target of 100 clients is reached. Data is being collected throughout the pilot; detailed reports of the findings is due to the Legislature in December 2024.
- iv. Reminder to renew Apple Health coverage; pre-Covid processes and requirements back in effect. You can visit the [HCA](#) page for information and details about coverage options.
- v. Public works is in the process of developing an ADA (Americans with Disabilities Act) Transition Plan to guide when and where mobility improvements need to be made; the plan focuses on pedestrian facilities in Public Right of Way, including:
  - Curb Ramps
  - Sidewalks
  - Crosswalks
  - Signal Push Buttons
- vi. The public can visit the [Kitsap ADA](#) page to take a brief survey to provide feedback to County staff through November 25, 2023.

### **b. Advocacy Reports**

- i. No updates.

### **c. Transition Services Videos**

- i. Kelly shared resources from the [Informing Families](#) website in which a page focused on High School Transition information is available; it described school transition in 4 phases. Videos were developed to provide information for each phase, including:
  - Outreach and Connections
  - Path to Employment
  - Jobs by June
  - Employment and Beyond

- ii. The page also included connecting resources to better help guide people through these phases, such as:
  - [Developmental Disabilities Administration.](#)
  - [Division of Vocational Rehabilitation.](#)
  - [Social Security Administration.](#)

**d. QEC Committee- RFQ Employment/Day Program Services\***

- i. Donna Gearns shared information on the Request for Qualification (RFQ) application process and outcomes. Applicants needed to score a minimum of 75% in each area evaluated.
- ii. The Quality Evaluation Committee (QEC) received two RFQ applications, Able Opportunities and Trillium. The QEC committee determined that both Able Opportunities and Trillium met the requirements of the solicitation scoring a minimum of 75% in each area. The QEC recommended that both Able Opportunities and Trillium be added to the qualified provider network for Community Inclusion services.

*MOTION: Kathy Loughheed moved to approve the QEC Committee- RFQ Employment/Day Program Services. Rae Williams seconded. Motion carried.*

**e. DD Board Priorities 2024**

- i. Donna Gearns reviewed the draft Developmental Disabilities (DD) 2024 Work Plan that was sent to Board members for review and feedback. It included proposed goals for next year and outcome data for the current year.
- ii. The Board was asked to submit feedback to Sandy and Kelly before the next meeting.

**f. DDA/DVR Updates**

- i. Kim McCarty with DDA shared that the Bremerton office is fully staffed, a DDA CRM from Tacoma is transferring to their office and will begin work on December 1.
- ii. The Bremerton office is gearing up for winter weather as shelters begin to open. Many case managers are talking to guardians about a plan if they are unable to continue to care for their loved ones.
- iii. To receive DDA information updates and alerts, go to [Department of Social and Health Service's Developmental Disabilities Administration \(govdelivery.com\)](#) to sign up.

**g. Provider Updates**

- i. Miranda Fort with Easter Seals shared that they're currently fully staffed after filling an employment consultant position.
- ii. A student they support from the 2024 School to Work (S2W) class was recently hired and began working 2 ½ weeks ago.

**h. Officer Report**

- i. Fran Aquiningoc resigned from her position on the board to travel and spend more time with family. Fran was on the DD Advisory Board since February 2018.

**a. Kitsap Co. Advisory Board Equity Trainings Follow-up**

- i. Rae Williams, Donna Gearns, and Jennifer Crider attended, Kelly asked if the advisory board wants to do more beyond this training, will continue discussions at the December advisory meeting.

**i. Staff Report**

- i. No updates.

**8. ADJOURNMENT**

The meeting adjourned at 5:54 p.m. The next meeting will be Tuesday, December 5, 2023, both in-person and via Zoom.

\* = Indicates action items

**ATTENDANCE**

MEMBERS	GUESTS/ORGANIZATIONS	STAFF
<u>Present</u> Donna Gearns Kathy Loughheed Jennifer Acuna Jennifer Crider Rae Williams	Kim McCarty, DDA Melia Hughes, Kitsap County Parent Coalition Miranda Fort, Easter Seals	Sonya Miles Kelly Oneal Justin Wing
<u>Absent</u> Veola Taylor Frances Aquiningoc Jennifer Crider Heidi Scheibner Shannon Turner Sandra LaCelle		

## **Kitsap County Developmental Disabilities Advisory Board**

**Date: November 7, 2023**

**Time: 5:00 p.m.**

**[Join Zoom here](#)**

**Call-in Option: 1-253-215-8782**

**Meeting ID # 843 9451 6775**

**Passcode # 167441**

**In person: Port Blakley Conference Room, KC Administration Building  
614 Division St., Port Orchard**

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### **A G E N D A**

- 1. CALL TO ORDER**
- 2. INTRODUCTIONS**
- 3. APPROVAL OF October 3, 2023 MINUTES\***
- 4. ADDITIONS/APPROVAL OF AGENDA\***
- 5. OLD BUSINESS**
  - A. Working Age Adult Policy Implementation**
  - B. Transition Student Update**
  - C. Accessible Communities Advisory Committee**
- 6. COMMUNITY INPUT**
- 7. NEW BUSINESS**
  - A. Legislative and Budget Update**
  - B. Advocacy Reports**
  - C. Transition Services Videos**
  - D. QEC Committee-RFQ Employment/Day Program Services\***
  - E. DD Board Priorities 2024**
  - F. DDA/DVR Provider Updates**
  - G. Provider Updates**
  - H. Officer Report**
    - a) Kitsap Co. Advisory Board Equity Trainings Follow-up**
  - I. Staff Report**
- 8. ADJOURNMENT**

\* = Indicates action item

**KITSAP COUNTY DEVELOPMENTAL DISABILITIES ADVISORY  
BOARD MEETING MINUTES**

5:00pm – 6:30pm  
Tuesday, October 3, 2023

1. **CALL TO ORDER** – Sandra LaCelle called the meeting to order at 5:04 p.m. meeting via Zoom.
2. **INTRODUCTIONS** - Members and guests introduced themselves; attendance was taken.
3. **APPROVAL OF September 5, 2023, MINUTES\***

*MOTION: Shannon Turner moved to approve September 5, 2023; minutes as amended. Donna Gearns seconded. Motion carried.*

4. **ADDITIONS/APPROVAL OF AGENDA\***

*MOTION: Jennifer Acuna moved to approve the agenda with no amendments. Donna Gearns seconded. Motion carried.*

5. **OLD BUSINESS**

- a. **Working Age Adult Policy Implementation**

- i. Updates on federal employment efforts and the Employment First Coalition (EFC) activities including, Partners for Work (PFW) was provided:
      - Kelly met with PSNS staff in September and efforts are moving forward to create a position with the 980 group; it was determined that a new position description will need to be developed versus being able to use an existing one. Work is also continuing in developing the hiring process; they are meeting again in October to review progress.
      - Partners for Work (PFW)– Silverdale Rotary Club held the mock interview event on September 21, one of the job seekers interviewed received a job lead as a result.
      - The Bainbridge Island Rotary club interviewed for their open greeter position yesterday.
      - Planning to work with WISE in developing a social media platform to highlight PFW efforts and activities with local Rotary clubs.



Given the overall goal of the program is to increase employment connections and opportunities this would be a good way to feature successes.

- ii. Reviewed WISE's upcoming training schedule and announcements. Highlighted was:
  - a. Upcoming dates for the WISE BenefitU website tutorials. The sessions will cover the resources contained on the website and share how to sign up for individual benefit planning for DDA clients. They will take place via Zoom:
    - October 18, 2023, from 12:30p-1:30p and from 5:30p-6:30p.
    - January 17, 2024, from 12:30p-1:30p.
    - April 17, 2024, from 12:30p-1:30p.
    - February 21, 2024, from 5:30p-6:30p.
    - May 15, 2024, from 5:30p-6:30p.
  - b. WISE will be hosting weekly webinars on Wednesdays from 11a-12p throughout the year. Upcoming webinars:
    - October 4 – Creating Dynamic Website Portfolios
    - October 11 – Job Development- Bridging Opportunities through Experimental Connections.

**b. Transition Student Update**

- i. 2023 School to Work (S2W)– Another S2W student was hired, bringing the total employed to six; another student discontinued S2W services as they moved out of county.
- ii. 2024 School to Work (S2W)- currently there are 16 students that are continuing in the S2W program of the 19 that completed Job Foundation activities.
- iii. Upcoming IEP Workshop/Clinic facilitated by PAVE will be held via Zoom on the following dates:
  - September 27 from 4p-5:30p – Understanding the Special Education Process.
  - November 29 from 4p-5:30p – Mediation / Facilitated IEP with Sound Options.
  - January 31 from 4p-5:30p – Extended School Year.
  - April 10 from 4p-5:30p – High School Transition.
  - May 8 from 4p-5:30p – Preparing for the 2024-2025 School Year.
  - Visit [Bremerton ESD 114 2024 Virtual Training Series \(tfaforms.com\)](https://tfaforms.com) to register for sessions of

the Virtual Training Series.

**c. County Supported Employment**

- i. Kelly shared that another department has reached out to potentially develop a position, more details to come. The person who was hired into the first developed position just celebrated their five-year anniversary.

**6. COMMUNITY INPUT**

**a. Melia Hughes, Kitsap County Parent Coalition (KCPC)**

Coordinator shared upcoming events:

- i. The next Autism workshop provided by Monica Meyer is scheduled on October 17th from 5:30p to 8:30p. The topic: Foster Independence and Autonomy at Home, School, and Work.
- ii. The next KCPC meeting: Search and Rescue and Crisis Intervention is scheduled in person on October 20, 2023, from 6p-7:30p, at 7600 Old Military Rd NE, Bremerton.
- iii. The South Sound Legislative Forum for Thurston, Mason, and Kitsap Counties is scheduled in-person on October 24, 2023, from 6p-8p, at The Olympia Community Center.
- iv. The Sensory Friendly Halloween event is scheduled for October 27, 2023, from 2p-5p, at 9951 Mickelberry Rd NW, Silverdale.
- v. For registration details on upcoming events visit the KCPC events page: <https://kitsapcountyparentcoalition.org/events/> can also contact, Melia at 360-347-6412

**7. NEW BUSINESS**

**a. Legislative and Budget Update**

- i. Discussed budget proposals that were submitted by DDA to the Office of Financial Management for the upcoming 2024 supplemental budget legislative year. Highlights included:
  - Increasing Community Residential Rates by 8% to support community residential service providers recruit and retain staff; leading to increased community placement options especially for people residing in RHCs, acute care hospital and state psychiatric hospitals.
  - Continuing to increase rates for Supported Employment and Community Inclusion services, in-line with the cost study report recommendations to stabilize provider network

statewide.

- Funding to reduce DDA caseload ratios to move closer to an eventual 1 to 35 caseload size.
- ii. Information was shared about DDA's creation of a Family Advisory Council; the mission of the council is to ensure DDA's programs and policies reflect experiences, wisdom, and advocacy of family members of DDA eligible clients; they are looking for 2-year term volunteers. To apply visit [DDA Family Advisory Council Application Survey \(surveymonkey.com\)](https://www.surveymonkey.com).

**b. Advocacy Reports**

- i. Justin Maxwell with Bremerton's Chapter of People First, provided an update. He noted he couldn't attend the annual convention held last month, but several members from Kitsap did and shared their feedback. He reported next year's convention is planned for the Kitsap and/or Pierce county areas.
- ii. He shared their chapter has added new members and covered recent activities that included a trip to Port Gamble that was successful, with positive feedback from members.
- iii. They continue to hold their chapter meetings at Communitas, the first Thursday of the month and have plans to host a Halloween party.

**c. Partners4Housing – Pam Blanton**

- i. Pam with Partners4Housing shared that they received funds through the Dan Thompson Memorial Grant to provide a benefits and housing review to 6,000 families across the state. The support provided through the program is to assist families understand available benefits and housing options to create housing solutions that are tailored to meet the individualized needs of their family member.
  - An additional component of the project is supporting a shared living housing model. It entails matching roommates from a pool created and maintained by Partners4Housing that provides a housing opportunity for matched roommates to share costs of living expenses and support services.
  - Those interested should visit the Partners4Housing website, [Partners4Housing | Partners4Housing](https://www.partners4housing.com) or email Pam with any additional questions, comments, or concerns at [pam@partners4housing.com](mailto:pam@partners4housing.com).

**d. Housing Development – Mary Bushnell, Vadis**

- i. Mary Bushnell, VP of Services with Vadis shared the agency created their Housing Development program in 2012 starting in Pierce County. This program serves low-income individuals with

disabilities ultimately providing quality, accessible homes with affordable rent structures. Vadis currently owns 27 residences which includes:

- 21 Single Family Homes
  - 4 Duplexes
  - 2 Diversion Duplexes (1 in Pierce County. 1 in King County)
- ii. Vadis received funds through the Dan Thompson Memorial Grant allowing them to expand these services to other counties. They have been working with Kitsap residential partners and have purchased 3 houses in the last 6 months. One house has been completed with residents moving in this past May. The other two homes are in the rehab phase.
  - iii. Vadis has enough money from the grant to purchase 5 more houses. Mary shared one of the challenges with homes they have looked at in Kitsap are finding houses in their price range that don't have structural damage and can be setup for accommodating residents' needs.

**e. Voter Accessibility**

- i. Information about Accessible Voting options and Vote Centers was shared. Specific locations and details available at website, [Kitsap County Voting Locations \(kitsapgov.com\)](https://www.kitsapgov.com/voting)

**f. 2024 Community Summit**

- i. Kelly shared that the 2024 Community Summit will be held in person, expanding the numbers that can attend back to pre-Covid levels. It is taking place in Wenatchee from May 7-9, 2024.

**g. DDA/DVR Updates**

- i. Kim McCarty with DDA shared they have two DDA CRMs leaving for other positions so are again are hiring for new Case Resource Managers in Bremerton. Kim noted the DDA waivers are up for renewal; October 2 through November 2 is the time frame for public comment. To receive DDA information updates and alerts, go to [Department of Social and Health Service's Developmental Disabilities Administration \(govdelivery.com\)](https://www.govdelivery.com) to sign up.
- ii. Judy Miller introduced herself as the new DDA Region 3 Administrator. She began on July 1<sup>st</sup> but has been with DDA in a variety of positions over the past 16 years. Judy shared DDA received funding to expand their Diversion program. They are adding available diversion beds in the community with three additional homes planned and expansion of their mobile crew. The program supports individuals to stay in the community diverting them from unnecessary hospitalization or other more

restrictive treatment settings.

- iii. Doreen Vandervort introduced herself as the new Intake Eligibility Supervisor. She shared due to the recent passage of legislation, DDA eligibility requirements have changed. The eligibility review required at 10 years of age has been eliminated; IQ score and specific diagnoses previously required have also been eliminated before the age of 20 allowing in both cases access to DDA services to begin and/or continue. With these changes, Doreen shared that as of January 1, 2023, there have been 344 eligible decisions, 38 ineligible, and 7 withdrawn applications in Kitsap County.
- iv. Doreen shared she has attended local outreach events and is also open to attending upcoming events to help with the application process.

#### **h. Provider Updates**

- i. Miranda Fort with Easter Seals shared that they're currently hiring one employment consultant. New rates have allowed them to bring in new staff at a higher rate to create a more skilled talent pool.

#### **i. Officer Report**

- i. Kelly reminded everyone about Equity Training provided by Lucretia Robertson for Advisory Board members, taking place in October:
  - Foundations for Equitable Public Engagement; October 12<sup>th</sup> from 6p-8p OR October 14<sup>th</sup> from 10a-12p.
  - Guiding Frameworks for Equitable & Inclusive Engagement; October 26<sup>th</sup> from 5:30p-6:30p.
  - Implementing Equity Tools for Planning & Collaboration; October 26<sup>th</sup> from 7p-8p.
- ii. Christine Rolfes introduced herself as the new County Commissioner. She shared part of her orientation is to familiarize herself with the work of the county's citizen advisory councils and learn about their efforts.
- iii. Heidi provided an update on transportation. She shared Kitsap Transit initiated their Sunday service again in Bremerton, with plans to expand these services to Poulsbo and Silverdale later this year; and out to BI in early 2024.

#### **j. Staff Report**

- i. None.

### **8. ADJOURNMENT**

The meeting adjourned at 6:33 p.m. The next meeting will be Tuesday, November 7, 2023, both in-person and via Zoom.

\* = Indicates action items

### ATTENDANCE

MEMBERS	GUESTS/ORGANIZATIONS	STAFF
<u>Present</u> Donna Gearns Kathy Loughheed Shannon Turner Jennifer Acuna Sandra LaCelle Heidi Scheibner	Kim McCarty, DDA Judy Miller, DDA Melia Hughes, Kitsap County Parent Coalition Pam Blanton, Partners4Housing Doreen Vandervort, DDA Kimberly Adams, SSP2P Miranda Fort, Easter Seals	Sonya Miles Kelly Oneal Justin Wing
<u>Absent</u> Veola Taylor Frances Aquiningoc Jennifer Crider Rae Williams	Mary Bushnell, Vadis Justin Maxwell, People First Christine Rolfes, Kitsap County Commissioner	