

Kitsap County Division of Aging & Long Term Care Advisory Council

614 Division Street, MS-5, Port Orchard, WA 98366

Phone: (360) 337-5700 ♦ 1-800-562-6418 ♦ Fax: (360) 337-5746

Advisory Council Meeting

Date: June 18, 2024

Time: 11:30am- 12:30pm **(11:15am for pre-meeting technical assistance)**

Virtual Meeting Link: Please click the link below to join the webinar:

<https://us02web.zoom.us/j/3603375624?pwd=OTdqN01vVXNnK1creTVDeK1oRWZCUT09>

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

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

A G E N D A

- 11:30am 1. Call To Order
2. Introduction of Council members and public members- expectations for public input
3. Meeting Agenda Approval
4. May Meeting Notes (Attachment 1) - Approval
- 11:35am 5. Review of Council Bylaws, discuss revisions (Attachment 2)
- 12:20pm 6. Council member resignation, new member appointment and SCOA representative
- 12:25pm 7. 2024 Advisory Council Calendar of Events (Attachment 3)
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- July 16th Social Gathering, 10:00am- 1:00pm (potluck and pizza items)
 - August and September meeting?
- 12:30pm ADJOURN

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May 21, 2024 Aging Advisory Council Meeting Minutes

Zoom

1. Convened at 11:31 a.m.

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

Members Excused: None.

Members Unexcused: None.

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

Staff Present: Stacey Smith, Cristiana Fillion.

Public Address: None.

Approval of Agenda: The meeting agenda was reviewed.

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

2. Approval of Minutes:

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

3. Review of Council Bylaws

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

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

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

4. Advocacy Efforts

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

5. Social Isolation Subcommittee Update

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

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

6. Council Member Report of Activities

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

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

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

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

c. Kitsap Accessibilities and Public Works Transitions Plan

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

d. Council Member Report of Community Outreach

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

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Council time to decide on a new representative.

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

7. Aging Services

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

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

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

8. 2024 Advisory Council Calendar of Events

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

ADJOURNMENT

The meeting was adjourned at 1:32 p.m.

Steve McMurdo, Chair

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

Last amended and approved 11/18/15
Last BOCC approval 12/7/15

PREAMBLE

The Advisory Council for the Kitsap County Area Agency on Aging was established June 1, 1980 pursuant to the Basic Agreement between the State of Washington Department of Social and Health Services and the Board of Kitsap County Commissioners and pursuant to the provisions of the Older Americans Act.

ARTICLE I - NAME

The name of the organization shall be the KITSAP COUNTY AREA AGENCY ON AGING ADVISORY COUNCIL.

ARTICLE II - PURPOSE and DUTIES

The purpose and duty of the Advisory Council is to advise the Board of Kitsap County Commissioners and staff of the Area Agency on Aging to:

- A. Develop and administer the Area Plan;
- B. Conduct public meetings ~~hearings~~;
- C. Represent ~~and advocate for~~ the interests of older adults, adults with disabilities, and caregivers;
- D. Review and comment on community policies, programs, and actions which affect older adults, adults with disabilities, ~~and caregivers~~.

~~The Advisory Council shall also serve as an advocacy body to promote the interests of older adults, adults with disabilities, (and informal caregivers) residing in Kitsap County.~~

The Advisory Council shall not function in a policy-making or decision-making capacity.

ARTICLE III - MEMBERSHIP

Section 1. Eligible members

Membership on the Advisory Council shall be open to individuals residing within Kitsap County. As required under the Older Americans Act, a majority to the council shall be made up of individuals over age 60 who are participants or who are eligible to participate in the programs sponsored by the Area Agency on Aging.

Members shall be ineligible to serve if they move out of or no longer reside within

Kitsap County. When this occurs, the Chairperson with the assistance of the Lead Staff to the council shall so notify the member in writing citing this article and section of the Bylaws.

The balance of membership shall be comprised of individuals representing the interests of older adults, adults with disabilities, **caregivers**, representatives of local elected officials and members of the general public.

Membership is not open to individuals who are employed by agencies or organizations contracted with the Area Agency on Aging to provide services.

Section 2. Membership Size

There shall be three (3) appointments from each Commissioner's district and at least two (2) appointments at large.

~~The Advisory Council's goal is to fill at a minimum three (3) appointments from each Commissioner district and two (2) appointments at large.~~ The Kitsap County Representative to the Washington State Council on Aging shall be a member of the Advisory Council ~~servicing in an ex-officio capacity with no voting rights.~~

Section 3. Selection and Appointments of Members

The Area Agency on Aging shall solicit nominations for Advisory Council membership from throughout Kitsap County, following criteria set by the Older Americans Act. A special effort will be made to secure representation for low income, **minority, older adults elderly, and caregivers.** ~~The Lead Staff to the Advisory Council will consult with the nominating committee of the Advisory Council and the Administrator during the screening process of interested applicants. The full nominee list will be provided to the council membership for consideration of appointment. Council recommendations will be forwarded to the Board of Commissioners for selection and appointment.~~

Section 4. Term of Membership

Advisory Council members shall be appointed for a term of three (3) years. **There are no term limits.**

All Advisory Council appointments to the extent feasible will be made during the month of January, to coincide with the calendar year. All appointments made after January, for whatever reason, shall have a termination date of December 31, three years from the nearest January.

All Advisory Council members of good standing as of January 1, 2013, notwithstanding the date of the original appointment, shall be eligible for an additional three (3) year term.

Section 5. Terminations

Membership on the Advisory Council will be reviewed for termination if a member is absent for three (3) consecutive meetings of the Council without previously contacting Lead Staff to the Advisory Council (or designee) and being excused by the Chairperson.

In the event a member is unable to attend a regular meeting he/she will contact the Lead Staff to the Advisory Council (or designee) who so shall advise the Council Chairperson. Lack of notification will be instrumental in causing termination of membership.

In the event the member will be absent for an extended period of time, he/she may request a Leave of Absence, which is subject to approval by the Advisory Council, and will be considered an "inactive member" for that period.

Members may also be removed at any time for cause upon consultation and agreement with the Area Agency Advisory Council.

Section 6. Resignations

Resignation may be written or verbal. A written resignation is effective immediately when presented at a meeting of the Advisory Council or at the time specified by the Council Member. Verbal resignations are effective when accepted by the Advisory Council.

ARTICLE IV - ELECTIONS

Section 1. Officers

Officers of the Advisory Council shall consist of Chairperson and Vice-Chairperson.

Section 2. Election and Term of Office

The Kitsap County Advisory Council shall elect officers annually. The elections shall be conducted by December, the term of office coinciding with the calendar year. No officer shall be elected to the same office for more than two (2) consecutive one-year terms.

Section 3. Vacancies

In the event a vacancy should occur, the Advisory Council shall elect a new officer, by a majority vote of those present, to serve the remainder of the term. All such elections shall

occur at the next regular meeting following the vacancy and shall be announced in writing to the membership.

ARTICLE V - MEETINGS, COMMITTEES

Section 1. Meetings

The Advisory Council will meet on a monthly basis, time and place to be determined by agreement of the full council. Special meetings may be called at the discretion of the Chairperson in coordination with the Area Agency of Aging Administrator and Lead Staff to the Advisory Council. Every effort will be made to plan and distribute an annual calendar for special meetings such as legislative discussions and public hearings.

Section 2. Quorum

Fifty percent of the currently appointed active membership shall constitute a quorum for any meeting of the Advisory Council. The Council will allow voting by email for extenuating circumstances.

Section 3. Committees

The Advisory Council may establish such committees as may be necessary to conduct the Council's business.

The Chairperson shall appoint an Executive Committee of four (4) members of the Advisory Council, including the Chairperson, Past Chairperson, Vice Chairperson and one other Council member. The Executive Committee shall act in an advisory capacity to the Chairperson, Administrator and Lead Staff to the Advisory Council. The Executive Committee shall carry out the business of the Council between meetings, and all recommendations shall be considered as automatic motions to adopt/concur to be acted upon at the next Advisory Council meeting.

The Council members shall elect four (4) members to a Nominating Committee for the purpose of nominating Officers and new members and shall report to the Council their recommendations.

ARTICLE VI - CONFLICT OF INTEREST

No member of the Advisory Council may debate or vote on a Council recommendation the result of which would financially benefit the member or any agency or organization of which the member is a decision making officer.

It shall be the responsibility of each Advisory Council member to declare potential conflicts of interest. The Advisory Council Chairperson shall, in consultation with the Administrator and Lead Staff to the Council as needed, be responsible for mediating differences of opinion in this matter as they arise.

ARTICLE VII - AMENDMENTS

The Advisory Council Executive Committee, in consultation with the Administrator of the Area Agency on Aging and Lead Staff to the Advisory Council, may offer amendments to these Bylaws to the full council for a majority vote of those members present at any regular meeting. Prior written notice, together with proposed written amendments, shall have been made available to all members. Such amendments are subject to review and approval by the Board of Commissioners.

Bylaws are in effect when approved by the Board of County Commissioners.

Adopted this 7th day of December 2015

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

KATIE WALTERS, Chair

CHRISTINE ROLFES, Commissioner

CHARLOTTE GARRIDO, Commissioner

ATTEST:

Dana Daniels, Clerk of the Board

2024 Advisory Council Meetings & Activities

January 8	WA Legislature Begins
January 16	* w4a Legislative Training Webinar Noon- 1:00pm
January 17	* Advisory Council Legislative Planning meeting 12:30-1:30pm
January 23-26	* w4a Advocacy Days (appointments with elected officials)
February 20	* Advisory Council from 11:30am- 1:30pm
March 19	* Advisory Council from 11:30am- 1:30pm DCD Comprehensive Plan Presentation (Aging focus)
April 16	(No meeting)
May 14	* Advisory Council from 11:30am- 1:30pm Review of Council Bylaws
May Workshops	<u>May Older Adults Virtual Workshops</u> May 6: Kitsap Aging Overview of Services Zoom May 9: Alzheimer's Basics Zoom May 11: Poulsbo Senior Resource Fair (KRL) May 21: Brain Healthy workshop (in person) May 29: Medicare Basics workshop (in person)- SHIBA program
June 18	* Advisory Council from 11:30am- 1:30pm
July 16	Advisory Council from 10:00am- 1:00pm Hold for Social Gathering (in-person)
August 20	* Advisory Council from 11:30am- 1:30pm
September 17	* Advisory Council from 11:30am- 1:30pm
October 15	* Advisory Council from 11:30am- 1:30pm
October 16 (hold)	* 2024 AAA & State Council on Aging (SCOA) Conference
October 17(hold)	* 2024 Fall Senior Lobby Conference
November TBD	* Kitsap Caregiver Fall Caregiver Workshop/Conference
November 19	* Advisory Council from 11:30am-1:30pm
December 17	* Advisory Council from 11:30am- 1:30pm

*indicates zoom meeting; hybrid in-person available (as requested)

In-person meeting location: (South Kitsap) Givens Community Center, Cascade Room