



Department of Human Services

Doug Washburn
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Citizens Advisory Committee Meeting Tuesday, January 17, 2017 5:00 p.m. – 7:00 p.m. Kitsap WorkSource Center, Kitsap Room 1300 Sylvan Way, Bremerton

Developmental
Disabilities
Kelly Oneal, Coordinator
Phone: 360.337.4624

Behavioral Health
Anders Edgerton,
Administrator
Phone: 360.337.4886

Mental Health/Chemical
Dependency/Therapeutic
Court
Gay Neal, Coordinator
Phone: 360.337.4827

Substance Abuse
Prevention/ Treatment
and Youth Services
Laura Hyde, Coordinator
Phone: 360.337.4879
Substance Abuse
Prevention
Deanne Montgomery,
Prevention Coalition
Coordinator
Phone: 360.337.4878

Aging & Long Term
Care/Senior Information &
Assistance
Givens Community Center
1026 Sidney Avenue, Suite
105
614 Division Street, MS-5
Port Orchard, WA 98366
Phone: 360.337.7068 (LTC)
Phone: 360.337.5700 (Sr.
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Fax: 360.337.5746
Stacey Smith, Administrator
Phone: 360.337.5624

Community Development
Block Grant
Norm Dicks Government
Center
345 6th Street, Suite 400
Bremerton, WA 98337
Fax: 360.337.4609
Bonnie Tufts, Coordinator
Phone: 360.337.4606
Housing and
Homelessness
Kirsten Jewell, Coordinator
Phone: 360.337.7286

Kitsap Recovery Center
1975 NE Fuson Road
Bremerton, WA 98311
Fax: 360.377.7027
Bergen Starke, Clinical

AGENDA

- | | |
|---|-------------|
| 1. Call to Order - Introductions
Lois Hoell | 5:00 – 5:05 |
| 2. Review and Approval of November 15th Minutes*
Full Committee (Attachment 1) | 5:05 – 5:10 |
| 3. Additions/Changes to the Agenda
Full Committee | 5:10 – 5:15 |
| 4. Crisis Triage Update
Staff /Contractor | 5:15 – 5:25 |
| 5. Evaluation Planning
Staff/Contractor | 5:25 – 5:30 |
| 6. 2017 CAC Work Plan
Staff/Full Committee (Attachment 2) | 5:30 – 5:45 |
| 7. 2016 – 17 Strategic Planning Process
Strategic Planning Committee | 5:45 – 6:00 |
| 8. 2017 Request for Proposal Timeline
Staff/Full Committee (Attachment 3) | 6:00 – 6:15 |
| 9. 2015 – 16 Annual Report
Communications Sub-Committee | 6:15 – 6:30 |
| 10. Behavioral Health Organization Update
SBHO Advisory Board Members | 6:30 - 6:40 |
| 11. 2017 Meeting Calendar and Presentations
(Attachment 4) | 6:40 – 6:50 |
| 12. Community Input | 6:50 - 6:55 |
| 13. Committee Member Check-in | 6:55 – 7:00 |
| 14. Adjourn | |

* Action Item



**MENTAL HEALTH, CHEMICAL DEPENDENCY AND THERAPEUTIC COURT
CITIZENS ADVISORY COMMITTEE (CAC)
MINUTES
November 15, 2016**

Lois Hoell, Chair, called the meeting to order at 5:00 p.m. As guests were present, introductions were conducted around the table.

APPROVAL OF MINUTES

After review of the October 18, 2016 Minutes, the following action was taken:

ACTION: Jeannie Screws moved to approve the October 18, 2016 meeting minutes as presented. Richard Daniels seconded the motion. Motion carried unanimously.

ADDITIONS/CHANGES TO THE AGENDA

ACTION: Colleen Smidt moved to add the December 2016 Meeting Schedule to the end of the Agenda. Kimberly Shipp seconded the motion. Motion carried unanimously.

CRISIS TRIAGE UPDATE

Damian Uzueta, KMHS, provided an update on the Crisis Triage Center at today's meeting. Gay Neal, Staff, updated the CAC on the remodeling of the Kitsap Work Release Program site for the future home of Kitsap Recovery Center. Given's Community Center is ready for the Adult Drug Court Program to move into. Kitsap Recovery Center Staff will all move at once out of their facility at the same time – contingent on when the Work Release Center is ready to move into. The timeline puts construction through the end of December 2016.

EVALUATION PLANNING

Gay Neal, Staff, provided an update on program evaluation. Siri Kushner, Kitsap Public Health District continues to work with contracted programs to customize quarterly reporting templates for each program with the measures from the Evaluation Plan for optional reporting beginning in quarter 2 (report due January 2017) and required in quarter 3 (report due April 2017). The term of Kitsap Public Health District's contract for Evaluation Services expires in December 2016.

ACTION: Kathleen Cronin moved to approve a no cost contract extension of the Contract for Evaluation Services with the Kitsap Public Health District through June 2017. Ursula Petters seconded the motion. Motion carried unanimously.

ELECTION OF OFFICERS

The CAC Bylaws state that the chairperson and vice chairperson of the CAC shall be elected by a majority vote for a one year term, beginning on January 1 and ending on December 31 of the calendar year following election. At the October 18th CAC meeting Lois Hoell, Chair, appointed Kimberly Shipp, Dave Shurick and Colleen Smidt to the Nominating Committee.

ACTION: Kimberly Shipp moved to open nominations for 2017 Officers. Colleen Smidt seconded the motion. Motion carried unanimously.

The Nominating Committee submitted the following nominations: Lois Hoell for Chair and Richard Daniels for Vice-Chair. The Nominating Committee asked for any other nominations from the floor. No other nominations were made.

ACTION: Jeannie Screws moved to close and by acclamation approve Lois Hoell for Chair and Richard Daniels for Vice-Chair for 2017. Kimberly Shipp seconded the motion. Motion carried unanimously.

FIRST QUARTER REPORT (JULY 1, 2016 – SEPTEMBER 30, 2016)

CAC Members reviewed the First Quarterly Report for the period of July 1, 2016 through September 30, 2016. The contractors continue to use the original Quarterly Report Form. Customized quarterly reporting templates for each program with the measures from the Evaluation Plan will be available for optional reporting beginning in quarter 2 (report due January 2017) and required in quarter 3 (report due April 2017).

2016-17 STRATEGIC PLANNING PROCESS

Russ Hartman provided an update on the 2016 – 17 Strategic Plan Update. In September 2013, the Kitsap County Board of Commissioners adopted the Mental Health, Chemical Dependency, and Therapeutic Court Sales Tax (1 10th of 1%). In collaboration with community leaders and subject matter experts, the Kitsap County Human Services Department developed a six year strategic plan for behavioral health services. June 30, 2016 marks the second full year of service delivery, and three years since the development of the Behavioral Health Strategic Plan. The Citizens Advisory Committee (CAC) was established and is charged to review the Behavioral Health Strategic Plan every three years, in coordination with the Request for Proposal process, to assess the overall progress towards achieving the plan's behavioral health goals. Key Informant Interviews have been completed and information from these interviews will be discussed at the December 5, 2016 Strategic Planning Sub-Committee Meeting.

2015-16 ANNUAL REPORT

Colleen Smidt reported on the activities of the Communications Sub-Committee. The Sub-Committee met on October 11th and reviewed the Draft 2015 – 16 Annual Report. It was decided that a "Pull Out" section would be added to address how readers could

find help in the community for mental health and/or substance abuse problems. The Committee is reviewing a draft "Pull Out" section developed by staff and circulated to the committee via email. The Committee will schedule a meeting before the January CAC Meeting.

BEHAVIORAL HEALTH ORGANIZATION (BHO) UPDATE

Russell Hartman provided an update on the Salish BHO (SBHO). The next SBHO Advisory Board Meeting is scheduled for Friday, December 9th in Sequim. Dr. Beck, a medical doctor and opioid addiction expert, presented on Medication Assisted Treatment (MAT) at the SBHO Advisory Board Meeting. The SBHO is sponsoring a three-county coordinated Opioid Response Project, which will provide an assessment into the scope of the opioid problem including an inventory of the solutions already underway. They will develop an action plan by January 31, 2017.

DECEMBER MEETING SCHEDULE

ACTION: Jeannie Screws moved to cancel the December 2016 Meeting. Colleen Smidt seconded the motion. Motion carried unanimously.

OPEN TO PUBLIC

Opportunity for public attendees to address the Committee.

COMMITTEE MEMBER CHECK-IN

NEXT MEETING

The next Citizens Advisory Committee meeting will be held on Tuesday, January 17, 2016 at the WorkSource Center, Kitsap Room, Bremerton starting at 5:00 p.m. and ending at 7:00 p.m.

ADJOURN

There being no further business to come before the Committee, the meeting was adjourned at 6:30 p.m.

CITIZENS ADVISORY COMMITTEE ATTENDANCE

MEMBERS	GUESTS
Kathleen Cronin	Charlie Aleshire, Harrison Medical Center
Richard Daniels	Damian Uzueta, Kitsap Mental Health Services
Russell Hartman	
Lois Hoell	
Robert Parker (Excused)	
Ursula Petters	
Jeannie Screws	
Kimberly Shipp	
Dave Shurick (Excused)	
Colleen Smidt	
Connie Wurm	
STAFF	
Gay Neal	
Doug Washburn (Excused)	



**MENTAL HEALTH, CHEMICAL DEPENDENCY AND
THERAPEUTIC COURT CITIZENS ADVISORY BOARD (CAC)
2017 WORK PLAN**

Meeting Days, Time and Location: Third Tuesday of each month, 5:00 p.m. – 7:00 p.m. at the Kitsap WorkSource Center, 1300 Sylvan Way, Bremerton, WA 98310.

Advisory Group Staff: Gay Neal, Hannah Shockley

Advisory Group Chair: Lois Hoell

Advisory Group Purpose/Mission Statement:

To serve the interests of the citizens of Kitsap County by advising the Kitsap County Board of Commissioners on how to help prevent and reduce the impacts of disabling chemical dependency and mental illness by creating and investing in effective, data driven programs for a continuum of recovery-oriented systems of care in Kitsap County.

2017 Goal	Status	2016-2017 Priority Level	Comments/Coordination
TIER 1: HIGH PRIORITY			
1. Advise the Board of Commissioners (BOC) on systemic mental health, substance abuse and therapeutic court issues.	Ongoing	High	<ul style="list-style-type: none"> - Meet monthly to monitor funding, performance and progress on the annual goals. - Provide education to CAC members as requested. - Provide information to the Board of Commissioners (BOC) as requested. - Actively recruit knowledgeable persons for open positions on the CAC. - <u>Coordination:</u> Gay Neal
2. Review strategic plans which identify regional needs and guide near-term actions to address such needs.	New	High	<ul style="list-style-type: none"> - Conduct a review of the 2014 Behavioral Health Strategic Plan to assess the overall progress towards achieving Kitsap County's behavioral health goals. - Convene the Strategic Planning Sub-Committee. - Establish timeline for Strategic Plan Review. - Conduct interviews with subject matter experts to establish progress made in behavioral health goals. - Conduct a community survey to identify ongoing gaps in service and prioritize. - Present findings to the BOC at a Work Study Session. - <u>Coordination:</u> Gay Neal, Strategic Planning Sub-Committee, CAC

2017 Goal	Status	2016-2017 Priority Level	Comments/Coordination
3. Assess proposals for targeted funding to address the needs outlined in the strategic plans.	Planned	High	<ul style="list-style-type: none"> - Convene the Request for Proposal (RFP) Sub-Committee. - Collect feedback on the RFP from the Strategic Planning Team and current sub-contractors. - Conduct a RFP for mental health, chemical dependency and therapeutic court programs. - Facilitate a Proposers Conference to answer technical questions regarding the RFP process. - Review proposals and conduct Question and Answer sessions with proposers. - Establish recommendations for funding to the BOC. - Present recommendations for funding to the BOC at their regularly scheduled Meeting. - <u>Coordination</u>: Gay Neal, RFP Sub-Committee, CAC
4. Promote awareness of the Mental Health, Chemical Dependency and Therapeutic Tax funding, programs and activities of the Citizens Advisory Committee.		High	<ul style="list-style-type: none"> - Convene the Communications Sub-Committee. - Establish role of Communications Sub-Committee. - Develop a calendar of CAC activities and establish communications around each event. - Develop communications brochures, reports, presentations and marketing materials. - Conduct community presentations. - <u>Coordination</u>: Gay Neal, Communications Sub-Committee, CAC
5. Develop and measure specific performance outcomes to ensure funding is meeting proposed goals and those of Kitsap County's strategic plans.	Planned	High	<ul style="list-style-type: none"> - Maintain a sub-contract with the Kitsap Public Health District for ongoing evaluation and monitoring of tracking shared and participant-specific outputs and outcomes (metrics). - Operate a system to capture shared and participant-specific metric data for monitoring progress over time. In addition, develop and produce data reports. - Conduct quarterly sub-contractor meetings to monitor spending, performance outcomes and proposed program goals. - Collect and review quarterly sub-contractor performance reports. - Invite sub-contractors to present progress on reaching goals once per year at a Citizens Advisory Board Meeting. - <u>Coordination</u>: Gay Neal, CAC, sub-contractors

2017 Goal	Status	2016-2017 Priority Level	Comments/Coordination
6. Ensure that the implementation and evaluation of the strategies and programs funded by the Treatment Sales Tax are transparent, accountable and collaborative.	Ongoing	High	<ul style="list-style-type: none"> - Evaluate effectiveness of selected programs annually. - Submit an annual report to the BOC that lists programs funded, amounts allocated and expended, number of individuals served and performance outcomes along with recommended program and/or process changes based on evaluation data. - Promote Citizen Advisory Board activities and provide information to post on the Kitsap County website at http://www.kitsapgov.com/hs/mhsa/newmhsaboard.htm - <u>Coordination</u>: Gay Neal, Hannah Schockley

SUBCOMMITTEES 2016-2017 ACTIVITIES:

Strategic Planning Subcommittee:

- Complete review of the 2014 Behavioral Health Strategic Plan to assess the overall progress towards achieving Kitsap County’s behavioral health goals and report findings to the Board of Commissioners.

Request for Proposal Subcommittee:

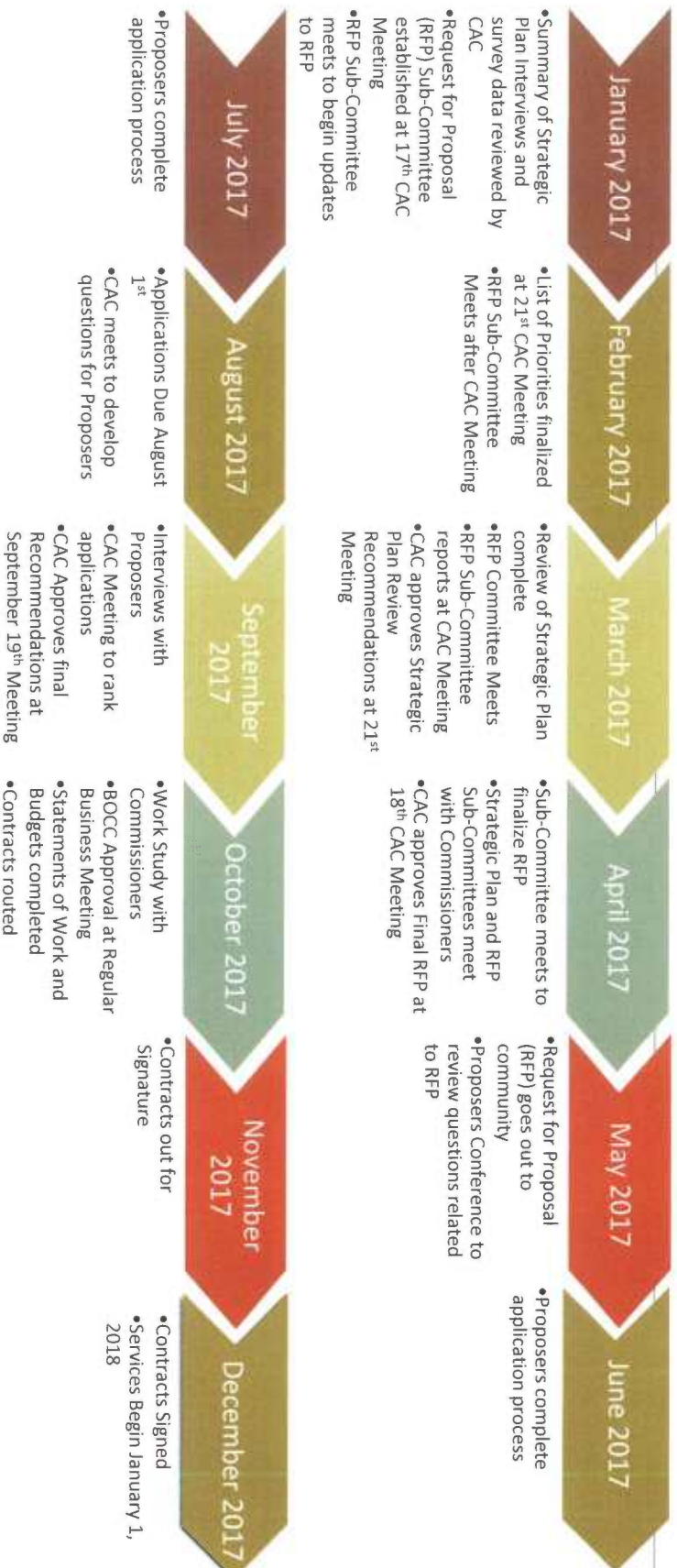
- Conduct the Request for Proposals for mental health, chemical dependency and therapeutic tax programs and make recommendations for funding to the Board of Commissioners.

Communications Subcommittee:

- Establish a Communications Sub-Committee and develop a communications plan for increasing awareness of the mental health, chemical dependency and therapeutic tax programs.



Mental Health, Chemical Dependency & Therapeutic Court Programs 2017 Request for Proposal Timeline



**Mental Health, Chemical Dependency and
Therapeutic Drug Court
Citizens Advisory Committee
2017 CALENDAR**

All meetings will be held on the third Tuesday of each month at the Kitsap WorkSource Center, **Kitsap Room**, 1300 Sylvan Way, Bremerton, from 5:00 p.m. to 7:00 p.m.

Tuesday, January 17

Tuesday, February 21

Tuesday, March 21

Tuesday, April 18

Tuesday, May 16

Tuesday, June 20

Tuesday, July 18

Tuesday, August 15

Tuesday, September 19

Tuesday, October 17

Tuesday, November 21

Tuesday, December 19