

Updated: 3/23/2026

**DSHS Administrative Policy 7.01 Plan and Progress Report**

Draft Plan

Timeframe: July 1, 2026 to June 30, 2027

Final Plan

Administration: Economic Services Administration (ESA)

Division: Community Services Division (CSD)

Region/Office: R3/Bremerton Tribe: Port Gamble S'Klallam Tribe

Meeting Date: 3/23/2026

Status	Yes	No
Met with Tribe?	X	
Tribe provided input?	X	
Tribal approval?		

**Implementation Plan**

**Progress Report**

(1) Goals/Objectives	(2) Activities	(3) Expected Outcome	(4) Lead Staff and Target Date	(5) Status Update for the Fiscal Year Starting Last July 1																		
<p>1. Prepare and disseminate pertinent statistics on the Port Gamble S'Klallam tribal members who receive and access CSD services.</p>	<p>A. The Community Services Division (CSD) will provide statistics on Port Gamble S'Klallam tribal members receiving assistance through CSD programs.</p>	<p>The Tribe will be informed about their members' utilization of CSD services.</p>	<p><u>PGST</u> Sandra Horton Cheryl Miller Maria Huynh</p> <p><u>CSD</u> Gina Lindal</p> <p><u>Target Date</u> Quarterly</p>	<p>The number of Port Gamble S'Klallam_ tribal households receiving benefits through Bremerton Community Services Office (CSO):</p> <p>February 2026</p> <table border="1"> <thead> <tr> <th>Program</th> <th>CSO</th> <th>State</th> </tr> </thead> <tbody> <tr> <td>SNAP</td> <td>55</td> <td>104</td> </tr> <tr> <td>Medical</td> <td>21</td> <td>29</td> </tr> <tr> <td>TANF</td> <td>2</td> <td>6</td> </tr> <tr> <td>ABD</td> <td>4</td> <td>5</td> </tr> <tr> <td>HEN</td> <td>2</td> <td>3</td> </tr> </tbody> </table> <p><i>*The above numbers represent a point-in-time count for one month and may not be complete due to self-declaration and coding errors.</i></p>	Program	CSO	State	SNAP	55	104	Medical	21	29	TANF	2	6	ABD	4	5	HEN	2	3
Program	CSO	State																				
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<p>2. The Port Gamble S'Klallam Tribe and the Bremerton CSO will work together to determine the need for negotiating and/or implementing local Tribal-State agreements, protocols, working agreements, or processes.</p>	<p>A. Identify needs of Port Gamble S'Klallam Tribe members &amp; communities and whether current programs and policies meet these needs.</p>	<p>Enhanced service coordination and customer service. Service gaps, or other issues, identified and addressed.</p>	<p><u>PGST</u> Cheryl Miller Maria Huynh</p> <p><u>CSD</u> Gina Lindal</p> <p><u>OIP</u> Brenda Francis-Thomas</p>	<p>March 2026: The Tribe is part of the Tribal Eligibility Demonstration Project, and a Data Share Agreement is built into the contract that is valid through June 2028.</p>																		

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			<u>Target Date</u> Annually	
	B. Review and update Tribal TANF Operating Agreement and Intergovernmental Agreement (IGA) between the Port Gamble S'Klallam Tribe and the Bremerton CSO.	A clear understanding of roles and responsibilities related to the administration of the Tribal TANF program and how to best serve our common clients.	<u>PGST</u> Sandra Horton Cheryl Miller Maria Huynh  <u>CSD</u> Gina Lindal Freda Cogger  <u>OAS</u> Liz Greil  <u>OIP</u> Brenda Francis-Thomas  <u>Target Date</u> Annually	March 2026: The Tribal TANF Operating Agreement (TTOA) is in place and valid through 9/30/2028.  The Intergovernmental Agreement (IGA) is valid through 9/30/2028.
	C. CSD will support the Port Gamble S'Klallam Tribe in the Basic Food Process	Identified service needs addressed in a timely manner.	<u>PGST</u> Sandra Horton Maria Huynh	March 2026: Sandra and Maria have been added to the PRP Meetings invites as of 2/6/25. Gina will check

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	Review Panel (PRP) process.		<u>CSD</u> Jessica Brownlee Don Flick  <u>Target Date</u> As Needed	with Jessica Brownlee to confirm the Tribe has been added to the invite for 2026.
	D. Continue to work together on state pilot for Basic Food program.	Enhanced service delivery to Tribal Members.	<u>PGST</u> Sandra Horton Maria Huynh  <u>CSD</u> Gina Lindal  <u>Target Date</u> As Requested	March 2026: The State and the Tribe continue to work well together.  The Tribe would like to ensure that the Outstation Specialist contacts Sandra and Maria by email prior to sending a client to receive an EBT card on site.
3. Ensure communication with the Port Gamble S'Klallam Tribe for information sharing, consultation, joint planning, and problem-solving.	A. meet annually for AP 7.01 planning and as needed, to discuss relevant issues related to services offered by CSD.	Continued communication, relationship building and partnership between the Port Gamble S'Klallam Tribe and the Bremerton CSO.	<u>PGST</u> Cheryl Miller Sandra Horton Maria Huynh  <u>OIP</u> Brenda Francis-Thomas  <u>CSD</u> Gina Lindal	March 2026: The Tribe and CSD met for annual review of the 7.01 plan on 3/23/2026.

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		Program needs and concerns of the Port Gamble S’Klallam Tribe member clients will be identified and addressed.	Eddie Rodriguez Kristine Hammond  <u>Target Date</u> Annually	
	B. Statewide Customer Service Contact Center (CSCC) Administrator will share updates and direct contact information.	The Port Gamble S’Klallam Tribe staff will be informed of statewide contact center call volumes and will have direct phone numbers to report issues.	<u>PGST</u> Sandra Horton Maria Huynh  <u>CSD</u> Danielle Goodrich  <u>Target Date</u> Annually	An updated CSCC contact list will be provided at each 7.01 meeting.  Customer Service Contact Center (CSCC) continues to share updates and direct contact information annually and as changes occur.
	C. Requests for CSD Mobile CSO/Mobile Outreach Trucks (MOR) may be made for events or when regular CSD Services are interrupted due to a disaster or an emergent situation.	Work with CSD to ensure the Port Gamble S’Klallam Tribe members have access to CSD assistance programs through the Mobile CSO following a disaster or emergent situation.	<u>PGST</u> Sandra Horton Maria Huynh  <u>CSD</u> Christi McLane Gina Lindal  <u>Target Date</u> As needed	March 2026: Region 3 has 2 Mobile Outreach Trucks (MOR). The large Mobile CSO truck and its team has been consolidated under Christi McLane for mobile outreach. These trucks are used for outreach services, events and in disaster situations. Christi McLane is the contact person for scheduling.

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				Requests for event coverage can be submitted through the online form: <a href="#">Mobile Community Services Office</a>
	D. The Bremerton CSO staff and CSD HQ Program staff, including BFET and Mobile CSO staff will attend Tribal events and activities when invited by the Port Gamble S'Klallam Tribe as schedules allow.	Tribal members will have access to apply for CSD programs during the Tribal event.	<u>PGST</u> Sandra Horton Maria Huynh  <u>CSD</u> Christi McLane Gina Lindal  <u>Target Date</u> As needed	March 2026: The Tribe will continue to reach out to CSD as needed for event support.  The Mobile Outreach team attended the Strong Family Fair in 2025. Sandra will email CSD with an invitation to the 2026 fair.
	E. CSD will provide information for Tribal staff on Basic Food Employment & Training (BFET) program services as requested	Enhanced understanding of the BFET program and access to BFET services.	<u>PGST</u> Sandra Horton Maria Huynh  <u>CSD</u> Felicia Talbott  <u>Target Date</u> As needed	March 2026: The Tribe requested training on BFET and Employment Pipeline. The Employment Pipeline program sunset in August 2025 and is no longer available. BFET is available upon request by the Tribe.

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	F. Representatives from the Port Gamble S’Klallam Tribe will continue to attend the CSCC Financial Supervisors Meetings.	Enhanced coordination between CSD and PGST program staff.	<u>PGST</u> Sandra Horton Maria Huynh  <u>CSD</u> Jessica Brownlee Don Flick  <u>Target Date</u> Quarterly	March 2026: Sandra Horton and Maria Huynh will attend the quarterly CSCC virtual meetings.  Gina will follow up with IT regarding technical issues for the Tribe connecting to these meetings.
	G. Bremerton CSO staff will attend AP 7.01 and/or Government to Government training as appropriate for their position.	Ensure CSO staff are familiar with tribal culture, tribal authority and operate in a manner that respects the government to government relations.	<u>PGST</u> Sandra Horton Maria Huynh  <u>OIP</u> Brenda Francis-Thomas  <u>CSD</u> Gina Lindal  <u>Target Date</u> As needed when new staff are hired.	All CSO Supervisors, LeadWorkers and Tribal Outstation staff have received 7.01 and Government to Government Training.  OIP offers 7.01 training several times per month.  Government to Government training is required for all supervisors and Tribal Outstation staff.
	H. CSD will provide an overview of programs,	Increased knowledge of CSD programs for	<u>Port Gamble S’Klallam Tribe</u>	March 2026:

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and share program and policy changes with Port Gamble S'Klallam Tribe staff.

Port Gamble S'Klallam Tribe staff to assist Tribal members in applying for those programs.

Sandra Horton  
Maria Huynh  
  
CSD  
Gina Lindal  
Jessica Brownlee  
Don Flick  
  
Target Date  
Quarterly/As needed

Tribal staff are able to view program and policy changes online. In addition, Sandra Horton receives policy emails through the DSHS outlook email groups.  
  
Jessica Brownlee, CSCC Financial Coordinator is the point of contact for any training needs, issues and concerns. Agreed that CSD contact center trainers will be on-site quarterly or as needed by mutual agreement.

## Completed or Tabled Items

Goal/Activity/Outcome	Date	Item Description
Goal 3, Activity Complete	January 2019 & 2020	The Mobile CSO was present for an event in Kingston in January 2019 and the Project Connect Event in January of 2020.
Goal 1, Activity Complete	October 2018	2019-20 7.01 meeting held on October 2, 2018 at the Jamestown S'Klallam Tribe.
Goal 1, Activity Complete	October 2018	Stacy Mills presented information about the Port Gamble S'Klallam Tribe programs at the 10/17/18 Bremerton CSO/CSCC All-Staff Meeting.
Goal 3, Activity B – CSD to arrange Mobile CSO services in Kingston Complete	July 2018	The Mobile CSO held an event in Kingston on July 31, 2018.
Goal 2, Activity A – Update the Tribal TANF Operating Agreement Complete	June 2018	Updated language in the TANF Operating Agreement and changed revision dates to 5/1/18-9/30/19 to align with the contract period of the Intergovernmental Agreement.
Goal 1, Activity A – Meet to discuss relevant CSD/PGST issues Complete	April 2018	7.01 Meeting held at the Port Gamble S'Klallam Tribe
Goal 1, Activity Complete	January 2017	2017-2018- 7.01 meeting held on January 5, 2017 at the Jamestown S'Klallam Tribe
Goal 3, Activity Complete	January 2017	ACES access 88 and CSO Supervisor access level was needed for Stacy Mills. Stacy reported in January 2017 that she received the access she needed.
Goal 5, Activity- CSO to communicate job opportunities to PGST members. Tabled	January 2017	Tribe not currently requesting. PGST staff are aware of careers.wa.gov website. Will revisit this item at the next 7.01 meeting.
Goal 4, Activity Complete	March 23, 2016	Bremerton CSO and Contact Center staff attended training on March 23, 2016.
Goal 4, Activity Complete	January 27, 2015	All Bremerton CSO Supervisors, Leadworkers, Tribal Liaisons, and Administrator attended training on January 27, 2015.
Goal 3, Activity Complete	May 2015	Stacy Mills received GUIDE access she needed.
Goal 4, Activity Complete	November 2014	CSO and Contact Center staff participated in Native American art project in November 2014
Goal 5, Activity Complete	2013	Process of e-mailing job announcements is obsolete and replaced with NEOGOV listings

<b>Goal/Activity/Outcome</b>	<b>Date</b>	<b>Item Description</b>
Goal 1, Activity Complete	May 2013	Training was given to Contact Center staff on PGST Pilot
Goal 1, Activity Complete	Mar 2012	Added Stacy Mills to Local Planning Area (LPA) e-mail distribution list
Goal 5, Activity Complete	2011	Human Resource Manager attended 7.01 meeting to discuss job announcements.
Goal 3, Activity Complete	2011	PGST staff attended Financial Eligibility Training several times in 2011. A dedicated CSD Trainer was on-site at PGST one day per week throughout 2011.

## Contact Information

DSHS Contacts	Port Gamble S’Klallam Tribe Contacts
<p>Gina Lindal, Administrator                      Bremerton/Port Townsend CSOs  <a href="mailto:Gina.Lindal@dshs.wa.gov">Gina.Lindal@dshs.wa.gov</a>                      360-473-2202</p>	<p>Cheryl Miller                      Children and Family Services Director  <a href="mailto:cmiller@pgst.nsn.us">cmiller@pgst.nsn.us</a>                      360-297-9665</p>
<p>Kristine Hammond, Deputy Regional Administrator                      Region 3 Headquarters, Regional Tribal Liaison  <a href="mailto:Kristine.Hammond@dshs.wa.gov">Kristine.Hammond@dshs.wa.gov</a>                      360-584-3149</p>	<p>Sandra Horton                      Program Manager  <a href="mailto:shorton@pgst.nsn.us">shorton@pgst.nsn.us</a>                      360-297-9650</p>
<p>Brenda Francis-Thomas, Regional Manager                      Office of Indian Policy (OIP)  <a href="mailto:Brenda.Francis-Thomas@dshs.wa.gov">Brenda.Francis-Thomas@dshs.wa.gov</a>                      360-584-3338</p>	<p>Maria Huynh                      Children and Families Assistant Director  <a href="mailto:mtran@pgst.nsn.us">mtran@pgst.nsn.us</a>                      360-297-9668</p>
<p>Danielle Goodrich, Central Sound Administrator                      Customer Service Contact Center (CSCC)  <a href="mailto:Danielle.Goodrich@dshs.wa.gov">Danielle.Goodrich@dshs.wa.gov</a>                      253-343-4839</p>	
<p>Christi McLane, Mobile Outreach &amp; Contracts Administrator                      Region 3 Headquarters  <a href="mailto:Christi.Mclane@dshs.wa.gov">Christi.Mclane@dshs.wa.gov</a>                      253-389-0893</p>	
<p>Jessica Brownlee, Financial Coordinator                      Customer Service Contact Center (CSCC)  <a href="mailto:Jessica.Brownlee@dshs.wa.gov">Jessica.Brownlee@dshs.wa.gov</a>                      253-324-0153</p>	
<p>Don Flick, Management Analyst 5                      Customer Service Contact Center (CSCC)  <a href="mailto:Donald.Flick@dshs.wa.gov">Donald.Flick@dshs.wa.gov</a>                      360-529-6713</p>	
<p>Felicia Talbott, BFET Lead Program Manager                      CSD Headquarters  <a href="mailto:Felicia.Talbott@dshs.wa.gov">Felicia.Talbott@dshs.wa.gov</a>                      360-764-9557</p>	

<p>Freda Cogger, Tribal Relations Program Administrator CSD Headquarters <a href="mailto:Freda.Cogger@dshs.wa.gov">Freda.Cogger@dshs.wa.gov</a> 360-522-2155</p>	
<p>Liz Greil, Statewide Tribal Relations Administrator ESA Headquarters <a href="mailto:Elizabeth.Greil3@dshs.wa.gov">Elizabeth.Greil3@dshs.wa.gov</a> 360-790-2904</p>	