

Advisory Groups

Executive-appointed, Council confirmed	Council-Appointed
<ul style="list-style-type: none">• Agricultural Advisory Committee• Americans with Disabilities Act (ADA) Compliance Committee• Behavioral Health Advisory Committee• Bicycle/Pedestrian Advisory Committee• Birch Bay Community Advisory Committee• Boundary Review Board• Civil Service Commission• Commission on Sexual and Domestic Violence• Conservation Easement Program Oversight Committee• Developmental Disabilities Board• Development Standards Technical Advisory Committee• Economic Development Investment Board• EMS Oversight Board• EMS Technical Advisory Board• Ethics Commission• Food System Committee• Housing Authority of Whatcom County• Housing Advisory Committee• Justice Project Finance Advisory Board• Lodging Tax Advisory Committee• Marine Resource Committee• North Sound Behavioral Health Organization Advisory Board• Northwest Senior Services Board• Parks and Recreation Commission• Point Roberts Community Advisory Committee• Salary Commission• Veteran's Advisory Board• Whatcom County Library System	<ul style="list-style-type: none">• Acme/VanZandt Flood Control Sub-Zone Advisory Committee• Birch Bay Watershed and Aquatic Resources Management Committee• Board of Equalization• Business and Commerce Advisory Committee• Child & Family Well-Being Task Force• Climate Impact Advisory Committee• Criminal Justice Treatment Account (CJTA) Panel• Drayton Harbor Shellfish Protection District Advisory Committee• Flood Control Zone District Advisory Committee• Forest Advisory Committee• Horticultural Pest and Disease Board• Incarceration Prevention and Reduction Task Force/Law and Justice Council• Justice Project Oversight & Planning Committee• Lynden/Everson Flood Control Sub-Zone Advisory Committee• Noxious Weed Control Board• Open Space Advisory Committee• Planning Commission• Portage Bay Shellfish Protection District Advisory Committee• Public Health Advisory Board• Solid Waste Advisory Committee• Sumas/Everson/Nooksack Flood Control Sub-Zone Advisory Committee• Surface Mining Advisory Committee• Whatcom County Ferry Advisory Committee• Wildlife Advisory Committee

State Mandated

Board of Equalization An appeal body

Acts on behalf of County Council. Not advisory to Council
Board meetings on Wednesdays and Thursdays throughout the year as needed to hear appeals
Reporting Requirement: None

Criminal Justice Treatment Account (CJTA) Panel

Advisory to County Council
Meets Annually
Reporting Requirement: Must submit an updated plan to County Council (historically, every two years)

Law and Justice Council (Incarceration Prevention and Reduction Task Force acting as...)

May advise County Council
Meets Monthly
Reporting Requirement: None

Noxious Weed Control Board Inspection and Enforcement.

Not advisory to County Council
Meets every other month
Reporting Requirement: Annual summary and as requested by County Council

Open Space Advisory Committee This committee does not have any members at this time.

Advisory to Assessor
~~Meets Once per year, in August or September.~~
Reporting Requirement: None

Planning Commission

Advisory to County Council
Meets second and fourth Thursdays
Reporting Requirement: None

Public Health Advisory Board

Advisory to Health Board (County Council) and Health Dept. Director
Meets monthly
Reporting Requirement: None

Solid Waste Advisory Committee

Advisory to County Council and Executive
Meets quarterly
Reporting requirement: None

Shellfish Protection District Advisory Committees:

Not State mandated, but required per Closure Response Strategies
Advisory to Shellfish Protection District Board of Supervisors (County Council)
Reporting requirement: None

- Drayton Harbor
- Portage Bay

Not State-Mandated

Citizen Address and Road Name Appeals Committee An appeal body *Only formed at Council direction

Not advisory to Council

Note: This committee has been inactive because the Engineering Division has not been working on County road names and addresses. Therefore, Committee is suspended until further notice of the Engineering Division

*Ord. 2020-046 made the committee's existence optional (otherwise appeals go to Council).

Business & Commerce Advisory Committee

Advisory to County Council

Meets Monthly

Reporting Requirement: None

Child and Family Well-Being Task Force

Advisory to County Council, Executive, and other officials

Meets Monthly

Reporting Requirement: 2x per year (March 30 and Sept. 30)

Climate Impact Advisory Committee

Advisory to County Council and Executive

Meets Monthly

Reporting Requirement: Must update Climate Action Plan every 5 years at minimum

Forestry Advisory Committee

Advisory to County Council

Meets Monthly

Reporting Requirement: None

Horticultural Pest and Disease Board Inspection and Enforcement.

Not Advisory to County Council

Meets 4x per year

Reporting Requirement: None

Incarceration Prevention and Reduction Task Force

Advisory to County Council and County Administration

Meets monthly + committee meetings

Reporting requirement: 2 x / year (1 written).

Surface Mining Advisory Committee

Advisory to County Council and PDS

Meets as needed (generally during Comp Plan update process)

Reporting requirement: None

Whatcom County Ferry Advisory Committee

Advisory to County Council

Meets Monthly

Reporting requirement: None

Wildlife Advisory Committee

Advisory to County Council and Planning Department

Meets monthly

Reporting requirement: None

Flood Control Zone District Board of Supervisors (County Council)

Not State-Mandated

Flood Control Zone District Advisory Committee

Advisory to FCZD Board of Supervisors

Meets monthly

Reporting requirement: None

Flood Control Sub-Zone Districts (3) AND Birch Bay Watershed and Aquatic Resources Management Advisory Committee (BBWARM)

Advisory to Board of Supervisors

Meeting schedules vary. Generally, meetings are called as needed or quarterly

Reporting requirement: None

- Acme/VanZandt Subzone
- BBWARM
- Lynden/Everson Subzone
- Sumas/Everson/Nooksack Subzone

NAME	APPOINTED BY	STATE MANDATED	CREATED	RCW (if applicable)	Whatcom County Code	SUBJECT TO OPMA and/or OGTA?	ADMINISTRATIVE SUPPORT DEPARTMENT OR AGENCY (Other)	ADVISORY/County, ADVISORY/non-County, or DECISION-MAKING (REQUESTS, APPEAL, or INSPECT and ENFORCE)
Agricultural Advisory Committee	Executive	No	2000		WCC 2.34	Yes	Planning	Advisory: Council
Americans with Disabilities Act (ADA) Compliance Committee	Executive	No	1999		WCC 2.86	Silent	Admin. Services: HR	Decision-making
Behavioral Health Advisory Committee	Executive	No	2017 (orig. 1987)		WCC 2.44.030	Silent	Health	Advisory: Executive
Bicycle/Pedestrian Advisory Committee	Executive	No	2001		WCC 2.140	Yes	Parks	Advisory: Executive
Birch Bay Watershed and Aquatic Resources Management (BBWARM) Advisory Committee	Flood BOS	No	2008		WCC 100.06	No**	Public Works	Advisory: Council as Flood Board of Supervisors
Birch Bay Community Advisory Committee	Executive	No	2024		WCC 2.190	Yes	Executive	
Board of Equalization	Council	Yes	pre-1985	RCW 84.48.010	WCC 2.21	silent?	Council	Decision-making
Boundary Review Board	Executive	Yes	pre-1977	RCW 36.93.030	WCC 2.24	silent	Other	Decision-making
Business and Commerce Advisory Committee	Council	No	2018		WCC 2.128	Yes	Other	Advisory: Council
Child and Family Well-Being Task Force	Council	No	2020		WCC 2.106	Yes	Health	Advisory: Council and Executive
Civil Service Commission	Executive	Yes	pre-1978	RCW 41.14		silent	Admin. Services: HR	Decision-making
Climate Impact Advisory Committee	Council	No	2017		WCC 2.126	Yes	Public Works	Advisory: Council and Executive
Commission on Sexual and Domestic Violence	Executive	No	1998		WCC 2.108	unknown#	Other	Advisory/non-County: Local government agencies
Conservation Easement Program	Executive	No	2002		WCC 3.25A.060	Yes	Planning	Advisory: Council
County Appeals Board	Executive	Yes	1985	RCW 19.27.031	WCC 2.80	unknown#	Executive	Decision-making
Criminal Justice Treatment Account (CJTA) Panel	Council	Yes	2002	RCW 71.24.580	N/A	silent	Health	Advisory: Council
Development Standards Technical Advisory Committee	Executive	No	1994		WCC 12.08.035(E) & (I)	silent	Executive	Decision-making
Developmental Disabilities Advisory Board	Executive	Optional	1990	RCW 71A.14.020	WCC 2.85.040	Yes	Health	Advisory: Health Dept.
Economic Development Investment Board	Executive	No	2000		WCC 2.130	Yes	Executive	Advisory: Council
EMS Oversight Board	Executive	No	2006 (orig. 1982)		WCC 5.4.080	Yes	WCEMS	Advisory: County, Cities, Fire Districts
EMS Technical Advisory Board	Executive	No	2006 (orig. 1982)		WCC 5.4.085	silent	WCEMS	Advisory to EMS Oversight Board and Emergency providers
Ethics Commission	Executive	No	1997		WCC 2.104	silent	Executive	Decision-making
Flood Control Subzone Advisory Committee: Acme/VanZandt	Flood BOS	No	1997		WCC 100.06	No**	Public Works	Advisory: Council as Flood Board of Supervisors
Flood Control Subzone Advisory Committee: Lynden/Everson	Flood BOS	No	1997		WCC 100.06	No**	Public Works	Advisory: Council as Flood Board of Supervisors
Flood Control Subzone Advisory Committee: Sumas/Everson/Nooksack	Flood BOS	No	1997		WCC 100.06	No**	Public Works	Advisory: Council as Flood Board of Supervisors
Flood Control Zone District Advisory Committee	Flood BOS	No	1992		WCC 100.02	No**	Public Works	Advisory: Council as Flood Board of Supervisors
Food System Committee	Executive	No	2018		WCC 2.47	Yes	Health	Advisory: Council
Forestry Advisory Committee	Council	No	2013		WCC 2.123	Yes	Planning	Advisory: Council
Horticultural Pest and Disease Board	Council	No	1998		WCC 2.28	silent	Other	Decision-making
Housing Advisory Committee of Whatcom County	Executive	Interlocal Agreement			3.45.060 (2019-071) 3.46.050 (2009-075)	silent	Health	Advisory: Council & Executive
Housing Authority of Whatcom County Board of Commissioners	Executive	Yes	pre-1978	RCW 35.82	WCC 2.36	silent	Other	Decision-making
Incarceration Prevention & Reduction Task Force	Council	No	2015		WCC 2.46	Yes	Council	Advisory: Council and Executive
Law and Justice Council	Council	Yes	2009 (orig. 1993)	RCW 72.09.300	WCC 2.46	Yes	Council	Advisory: Council
LEOFF-1 Disability Board	Executive	Yes	pre-1978	RCW 41.26.110	WCC 2.26	silent	Admin. Services: HR	Decision-making
Lodging Tax Advisory Board	Executive	Yes		RCW 67.28.1817	N/A	silent	Admin. Services	Advisory: Executive
Marine Resource Committee	Executive	Interlocal Agreement	1999		WCC 2.112	silent	Public Works	Advisory/non-County: NW Straits Commission
North Sound Behavioral Health Administrative Services Organization Advisory Board	Executive	Yes		RCW 71.24.300	N/A	silent	Other	Advisory/non-County: NSBH-ASO
Northwest Senior Services Board	Executive		1971		N/A	unknown	Other	Advisory/non-County: NWRC, Area Agency on Aging
Noxious Weed Control Board	Council	Yes	1981	RCW 17.10.050	WCC 2.27	Yes	Public	Decision-making
Open Space Advisory Committee	Council	Yes	pre-1982	RCW 84.34.145	N/A	silent	Assessor	Advisory: Assessor
Parks & Recreation Commission	Executive	Optional	1992	RCW 36.68.030	WCC 2.29	Yes	Parks	Advisory: Parks
Planning Commission	Council	Yes	198x	RCW 36.70.040	WCC 2.31	Silent	Planning	Advisory: Council
Point Roberts Community Advisory Committee	Executive	No	2010		WCC 2.98	Yes	Executive	Advisory: Council and Executive
Public Defense Advisory Committee	Executive	No	1982		WCC 2.09.090	silent	Executive	Advisory: Council and Executive
Public Health Advisory Board	Council	Yes	1991	RCW 70.46.140	WCC 24.01.051	Yes	Health	Advisory: Council as Health Board and Health Director
Salary Commission	Executive	Optional	2012	RCW 36.17.024	WCC 2.22	Yes	Executive	Decision-making
Shellfish Protection District Advisory Committee: Drayton Harbor	Council	Optional	2009	RCW 90.72.030	WCC 16.20.065	Yes	Public Works	Advisory: Council
Shellfish Protection District Advisory Committee: Portage Bay	Council	Optional	1998	RCW 90.72.030	WCC 16.20.065	Yes	Public Works	Advisory: Council
Solid Waste Advisory Committee	Council	Yes	1985	RCW 70A.205.110	WCC 2.78	silent	Health	Advisory: Council and Executive

* = not including subcommittees of the Task Force

No** = Statute includes public transparency requirements, but says specifically it is not required to comply with Open Public Meetings Act.

Unknown# = Statute includes public transparency requirements, but does not reference the Open Public Meetings Act.

Addressing Absent Advisory Group Members

PROCEDURE

Issue

An advisory group member has become continuously absent, with no notice or explanation, from their duties as a **Council-appointed** advisory group member.

Goal

The preferred goal is to re-engage the absent advisory group member if at all possible. The alternative goal is for the advisory group member to voluntarily resign the position if their circumstances prevent them from participating regularly.

Whatcom County Code

Chapter 2.03, Boards and Commissions

Section 2.03.025 Removal

In circumstances where the council has the authority to remove from office a member of an advisory group prior to the expiration of the advisory group member's term of office, the council shall make such removal only upon the proper grounds specified in law. In the absence of such guidance in law, the council shall not remove a member from office without having given the member an opportunity to be heard by the council, if so requested, unless a position requires a member to reside in Whatcom County on either a part-time or full-time basis and the position-holder no longer resides in Whatcom County. Council may vote to remove a position-holder from the appointed position before the end of the term if the position-holder no longer meets the position's residency requirements. (*Ord. 2024-080*)

Procedure

The Advisory Group Facilitator and/or Chair ("Facilitator/Chair") and the Council Office Legislative Coordinator will determine if: 1. Council has the authority to remove the absent member from office, and 2. If there are proper grounds for removal specified in law. Facilitator/Chair and Legislative Coordinator may consult with legal counsel if necessary. If the Council has the authority and there are no other grounds for removal specified in law, then:

1. The Facilitator/Chair and the County Council Office will comply with Whatcom County Code 2.03, Removal, and the general procedure below, and.
2. The Legislative Coordinator will notify the Council via email that the advisory group has a member who has been absent without notice, and will begin the Absentee Advisory Group Member procedure.

The Facilitator/Chair will reach out to the absent member by phone, email, and mail to request that the absent member either re-engage or, if necessary, resign. They will make several attempts to make contact using all options over a reasonable and generous period of time, not less than one month.

If contact is made and the absent member expresses challenges with participating, then the Facilitator/Chair should attempt to mitigate any barriers to the absent member's participation on the advisory group. Facilitator/Chair, with approval from the Council Chair, will have discretion to allow an extended leave of absence for a reasonable length of time, if needed for the absent member to resolve their situation and return to active, regular participation.

Addressing Absent Advisory Group Members

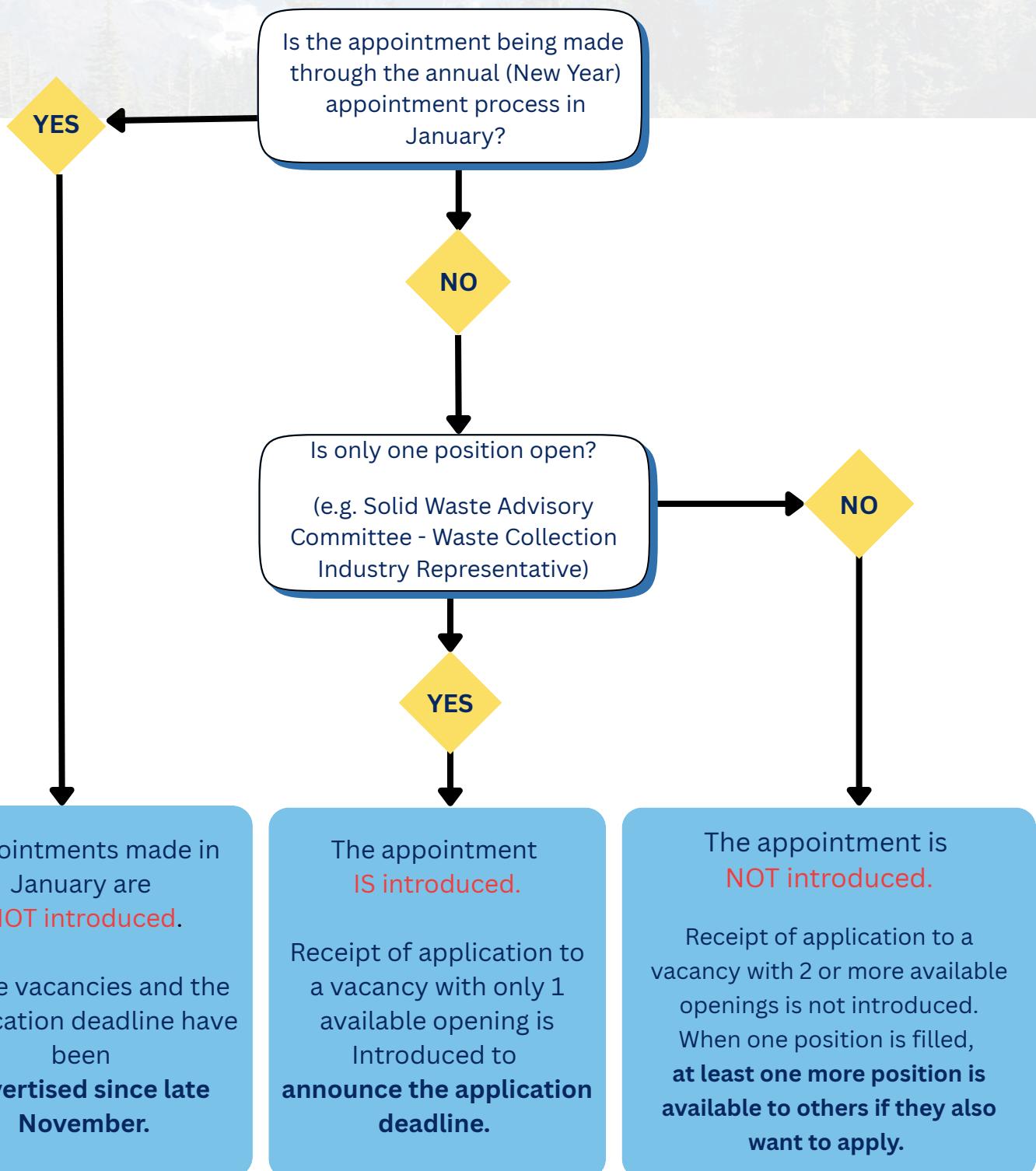
The Facilitator/Chair will document all attempts to re-engage the absent member. If the absent member has not responded to any of the attempts at contact, then the Facilitator/Chair will notify the County Council Chair and the Council's Legislative Coordinator.

The Council Chair will work with the Legislative Coordinator to make additional attempts to contact the absent member by phone, email, and mail to request that the absent member either re-engage or, if necessary, resign. All written attempts at contact will include: 1. a deadline by which the absent member should respond; 2. Notice that if no response is received by the deadline, then the status of the applicant's position will be scheduled before the County Council for reconsideration; and 3. WCC 2.03, Removal.

If the absent member does not respond by the deadline, the Legislative Coordinator will schedule the matter at a regularly-scheduled evening Council meeting and send a written notice to the absent member by email and mail that the absent member may respond before the meeting or attend the meeting and respond, per WCC 2.03.025, Removal.

If the absent member has not responded to any attempts at contact by the Facilitator/Chair or the Council Chair, Council may vote to remove the appointed member from their appointed position.

When is an Advisory Group Vacancy Introduced vs Scheduled for Appointment?



Inventory of Services for Board/Committee Administrative Staff Support

Administrative Support staff will assist the chair(s), members, and/or technical staff with scheduling and holding meetings, preparing and maintaining files, and managing the website. See Service Inventory, below. The Administrative staff may:

- Organize meetings: reserve, set up, and break down meeting venues, including electronic platform if hybrid meeting
- Agendas: Collaborate with Chair(s) to draft/finalize and distribute agenda and meeting materials.
- Website: Regularly update the content and structure of the Board/Committee website with meeting information and resources.
- Minutes: Attend and record meetings and write meeting summaries or minutes.
- OPMA Compliance: Ensure Board/Committee meetings follow Open Public Meetings Act (OPMA).
- PRA Compliance: Maintain a copy of all resources and official records to comply with Public Records Act (PRA).
- OGTA Compliance: Ensure all staff and members are trained in OPMA and PRA as required by the Open Government Training Act (OGTA)
- Correspondence: Create and maintain list of interested individuals and media for notification purposes. Manage received correspondence.
- Vendor Contracts: Create and monitor RFPs/RFQs, contracts, and agreements for any contracted services, including budget.

Service Inventory

At a 2-Hour Meeting:

~ 3 hours per meeting

- Open the facility to Board/Committee members and the public
- If hybrid meeting, ensure remote meeting platform is available and functioning
- Set up the table and chair arrangements and projection/presentation equipment, if necessary
- Distribute materials
- Meeting (Take notes and record; assist remote attendees with problems joining a hybrid meeting)
- Break down and pack up all materials
- Restore room table and chair layout

Prepare final summary: (Attended meeting and took notes: ~1 hour per meeting hour)

~ 2 hours per meeting

- Transcribe and proof, with discussion summary

-OR-

Prepare final summary: (Did NOT attend meeting: ~1.5 hours per meeting hour)

~ 3 hours per meeting

- Transcribe and proof: with discussion summary

Prepare meeting agendas:

~ 3 hours per meeting

- Find and reserve an appropriate meeting venue
- Set up and maintain hybrid meeting platform; schedule meetings
- Anticipate potential future agenda items as discussed during meetings
- Prepare a draft agenda from notes (see above item)
- Forward draft agenda to chair(s) for review and approval.
- Collaborate with Chair(s) to finalize the agenda and packet
- Contact and schedule agenda item presenters; request and receive background information for meeting packet
- Finalize agenda and packet
- Announce meeting agenda and packet: email to members, proxies, interested citizens, and media.
- Post meeting agenda and packet to website
- Print agendas and packets for Board/Committee members and the public before the meeting
- Ensure all members and guest presenters have name tents

Post-meeting follow-up:

~ 2 hours per meeting

- Requests for information
- Schedule/cancel meetings as necessary.
 - Notify members, proxies, the public, and media via Outlook appointments and website updates
 - Find and reserve meeting facility venues; create remote meeting if hybrid; OR cancel venues
- Note potential future agenda items discussed during the meeting
- Update the website with the next meeting info, meeting audio, final summaries, handouts

Other:

~ 2 hours per week

- Onboard new members
- Email correspondence: monitor, forward, and respond
- Outgoing written correspondence: prepare and distribute
- Research issues on Board/Committee Member request
- Create and maintain files according to the Public Records Act
- Ensure compliance with all requirements of the Open Public Meetings Act, Open Public Records Act, and parliamentary procedure
- Keep member and proxy contact info current
- Respond to Board/Committee member questions
- Develop scopes of work, creates, manage, and monitor vendor contracts