

CLERK OF THE COUNCIL  
Dana Brown-Davis, C.M.C.

COUNTY COURTHOUSE  
311 Grand Avenue, Suite #105  
Bellingham, WA 98225-4038  
(360) 778-5010



COUNCILMEMBERS  
Rud Browne  
Barry Buchanan  
Tyler Byrd  
Todd Donovan  
Ben Elenbaas  
Carol Frazey  
Kathy Kershner

## WHATCOM COUNTY COUNCIL

February 23, 2022

RB Tewksbury  
2916 Walnut  
Bellingham, WA 98225  
Sent to: [rbtewksbury@gmail.com](mailto:rbtewksbury@gmail.com)

Dear RB Tewksbury,

Thank you for your application to serve on the Stakeholder Advisory Committee for the Justice Project (Public Health, Safety, and Justice Facility Needs Assessment) representing the position of *Citizen: Criminal Justice Advocate*. The Whatcom County Council voted on February 22, 2022 to appoint you to the Stakeholder Advisory Committee.

The Justice Project will focus on planning for a criminal justice system that is built to address the root causes of incarceration and designed with rehabilitation as the goal. It will prioritize community-based preventative services, invest in behavioral health services, maximize successful re-entry, and minimize recidivism. More information is available at [www.whatcomcounty.us/justice](http://www.whatcomcounty.us/justice).

Enclosed is an information sheet on the roles and responsibilities of SAC members. The SAC includes 36 members who will guide the development of the project, act as liaisons to their communities, and help develop community support. There will be approximately six (6) SAC meetings over the next year, with additional activities to be completed independently outside of SAC Meetings.

The next SAC meeting will be held (virtually/remotely via Zoom) on **Thursday, April 7, 2022 from 1:30 p.m. to 3:30 p.m.**, and more details, including zoom join link and agenda, will be provided soon.

In the meantime, **please complete a the following:**

1. Brief **survey** for SAC members: <https://www.surveymonkey.com/r/DPVDSHZ>. Please complete the survey by the end of the day Thursday, February 24, 2022, if possible.
2. **Open Public Meetings Act Training**. Complete the 15-minute [online video training](#) and submit your signed certificate (see attached) to [chalka@co.whatcom.wa.us](mailto:chalka@co.whatcom.wa.us).

Please contact Cathy Halka, Legislative Analyst, at [chalka@co.whatcom.wa.us](mailto:chalka@co.whatcom.wa.us) or 360-778-5019 with any questions. Thank you in advance for your willingness to participate in this important project.

Sincerely,

Todd Donovan  
Council Chair

C: Dana Brown-Davis, Clerk of the Council  
AB2022-073

Encl: SAC Information Sheet, Open Government training information

## STAKEHOLDER ADVISORY COMMITTEE (SAC) FOR THE JUSTICE PROJECT (PUBLIC HEALTH, SAFETY, AND JUSTICE FACILITY NEEDS ASSESSMENT)

### PURPOSE

The purpose of the Stakeholder Advisory Committee (SAC) is to guide the development of the Public Health, Safety, and Justice Facility Needs Assessment. SAC members will act as **liaisons** to the communities or agencies they represent. They will **share information** about the study, **bring feedback** to the SAC meetings, and **help build a plan** that is reflective of community values. Through engaging communities and agencies they represent, SAC members will help **develop community support** for the recommendations in the Needs Assessment. SAC members will actively participate in developing the Needs Assessment.

### MEMBERSHIP

The Stakeholder Advisory Committee will consist of 36 voting members as follows:

1. Whatcom County Council Member
2. Whatcom County Administration
3. Bellingham City Councilmember
4. Bellingham Administration
5. Tribal Nations (2)
6. Small Cities (2)
7. Behavioral Health and Social Service Providers (4) \*  
May include but not limited to:
  - Mental Health and Substance Use Disorder (SUD)
  - Housing Specialists
  - Domestic Violence Prevention
  - Re-entry Job Training
  - Philanthropic Specialists
8. Incarceration Prevention and Reduction Task Force (acting as the Law and Justice Council) (4)
9. Bellingham Police
10. Whatcom County Sheriff
11. Whatcom County Health Department
12. Citizen - Behavioral Health (mental health and substance use disorder (SUD)) Advocate\*
13. Citizen - Criminal Justice Advocate (9)\*
14. Individual with lived experience in the criminal justice system (5)\*
15. Jail Resources/Service Providers\*
16. Teamsters Local 231 Whatcom County Corrections Business Unit

*\*Members marked with an asterisk are appointed by the Whatcom County Council.*

### MEETINGS

- The SAC will meet approximately five (5) to six (6) times over the next twelve (12) months, via an online virtual meeting platform such as Zoom, with additional meetings as needed. Members can expect each meeting to include elements such as a presentation, moderated discussion of ideas among the full membership, and other activities designed to generate feedback. Meetings will be approximately 2 hours.
- SAC Members will be expected to dedicate additional time outside of scheduled SAC meetings to review materials and engage and promote participation from the broader community.
- The SAC will elect a chairperson from among its members.
- Meetings will be open to the public.
- Audio recordings and written summaries of meetings will be available online.
- The SAC may develop subcommittees as needed to accomplish their goals.

For more information, please visit: [www.whatcomcounty.us/justice](http://www.whatcomcounty.us/justice)



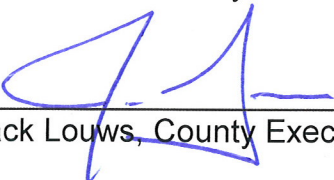
## County Council & County Executive Expectations for Boards & Commissions


Thank you for serving as an appointee and member of one of Whatcom County's Boards & Commissions. You play a vital role by bringing citizens' perspectives to assist us as policy makers by studying critical issues and forming well-developed, thoughtful recommendations to aid us in municipal decision-making. We value the perspectives and services contributed by the many volunteers who contribute to our leadership.

In County government we operate in a complex legal context and follow a series of principles to promote public trust as expectations for your services:

- All board and commission meetings are to be conducted in public session and notice of meetings shall be given in accordance with State law, unless otherwise advised by County legal counsel.
- A majority of members will not deliberate about board or commission work and issues via e-mail or in unnoticed "side meetings" or "gatherings" as these actions may be in violation of open meeting laws.
- Individual board and commission members and the collective group will be fair, impartial, professional, and respectful of the public, staff, and each other.
- Members may not use their position to secure special privileges or exemptions for themselves or others.
- Members may not give or receive any compensation, gifts, or gratuities from entities or individuals who are or have been engaged in items of business under consideration before the board or commission to which they are appointed.
- Members may not formally represent a board or commission unless given express direction to do so by a majority vote of the board or commission.
- Members may not, at any time, formally act as a representative of Whatcom County government unless expressly commissioned to do so in writing by the County Executive or by formal action of the County Council.

Dated this 13th day of February, 2013.

  
\_\_\_\_\_  
Jack Louws, County Executive

  
\_\_\_\_\_  
Kathy Kershner, Chair, County Council

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Kaylee Galloway  
Kathy Kershner

**WHATCOM COUNTY COUNCIL**

TO: Whatcom County Board and Committee Members  
SUBJ: Open Public Meetings, Records, and Training Requirements

According to Washington State Statute, Whatcom County Board, Commission, and Committee members are required to comply with the State Open Government Training Act.

The goals of the law are to improve trust in government and to help reduce liability through compliance and education about the principles of open government. The law requires training no later than 90 days after the oath of office or assumption of duties. A "refresher" training session is required at intervals of no more than four years to cover any updates on the laws. (RCW 42.30.205) Open Public Meeting Act (RCW 42.30)

To complete the training requirement on line:

1. View the video or PowerPoint presentation at the State Auditor website (link below)
2. Sign and complete the attached training certificate.
3. Return the certificate to your committee's staff facilitator by email at [chalka@co.whatcom.wa.us](mailto:chalka@co.whatcom.wa.us), or mail it to the Council Office at:

Whatcom County Council Office  
311 Grand Avenue, Suite 105  
Bellingham, WA 98225

Please see the County website here for more information:  
<http://www.whatcomcounty.us/1623/Open-Government-Training>

You may also contact your committee's facilitator or the County Council Office at 360-778-5010.

# CERTIFICATE OF TRAINING

(Name) \_\_\_\_\_

*Completed the following training:*

- Open Public Records Act Training (RCW 42.56)**
- Open Public Meetings Act Training (RCW 42.30)**

**Date Training Received:** \_\_\_\_\_

**Committee:** \_\_\_\_\_ Stakeholder Advisory Committee for the Justice Project

**Format:** Online Training (including webinars) OR Presentation Handouts

*I hereby certify that I received this training:* \_\_\_\_\_  
*Signature & Position or Title*