

**CLERK OF THE COUNCIL**

Dana Brown-Davis, C.M.C.

**COUNTY COURTHOUSE**

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



**COUNCILMEMBERS**

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

**WHATCOM COUNTY COUNCIL**

July 6, 2021

Carolyn Mason, Regional Director  
Lifeline Connections  
4120 Meridian St. Ste. 220  
Bellingham, WA 98226

Dear Ms. Mason:

On September 9, 2020, the Whatcom County Council appointed you to the Criminal Justice Treatment Account Panel representing a substance use disorder treatment agency. On June 29, 2021, the Council confirmed your appointment and established a term ending date of January 31, 2024. I'd like to extend my congratulations, as well as my thanks. Your interest in serving on the Panel is much appreciated.

Sincerely,

A handwritten signature in blue ink that reads "Barry Buchanan". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Barry Buchanan  
Council Chair

c: Dana Brown-Davis, Clerk of the Council  
AB 2020-384  
AB2021-303  
Board/Committee file  
Correspondence file  
Jackie Mitchell, Health Department

BB/jkn



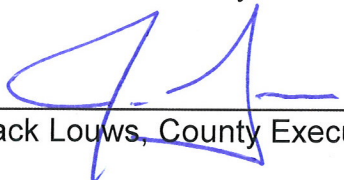
## County Council & County Executive Expectations for Boards & Commissions


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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## 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. **State 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)

### Training options:

1. Training is available online at the State Attorney General's Open Government Training website at <https://www.atg.wa.gov/lesson-3-open-public-meetings-act-rcw-4230>.  
-OR-
2. Upon request, the County Council staff can email or send you the State's training presentation document. Contact the Council Office at [jnixon@co.whatcom.wa.us](mailto:jnixon@co.whatcom.wa.us) or 360-778-5010.

### To complete the training requirement online:

1. View the video or presentation from the State Auditor website
2. Sign and complete the attached training certificate
3. **Within 90 days**, return the certificate to your committee's staff facilitator or the County Council office. You may mail it to the Council Office at:

Attn: Jill Nixon  
Whatcom County Council Office  
311 Grand Avenue, Suite 105  
Bellingham, WA 98225

# 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:** \_\_\_\_\_

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

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