

RESOLUTION NO. \_\_\_\_\_

**AMENDING THE MEMBERSHIP OF THE  
STAKEHOLDER ADVISORY COMMITTEE (SAC) FOR THE JUSTICE PROJECT  
(PUBLIC HEALTH, SAFETY, AND JUSTICE FACILITY NEEDS ASSESSMENT)**

**WHEREAS**, the Whatcom County Council approved Resolution 2019-036 on August 7, 2019, adopting a statement of public health, safety, and justice facility planning principles for Whatcom County; and

**WHEREAS**, on September 10, 2019, the Whatcom County Council Criminal Justice and Public Safety Committee discussed next steps for the Whatcom County Public Health, Safety, and Justice Initiative, including contracting for professional services to complete a needs assessment; and

**WHEREAS**, Whatcom County Council adopted Resolution 2019-063 on December 3, 2019, establishing a Stakeholder Advisory Committee for the Public Health, Safety and Justice Facility Needs Assessment for the purpose of guiding the development of the needs assessment and serving as liaisons to the community; and

**WHEREAS**, Whatcom County Council Adopted Resolution 2020-009 on February 11, 2020, amending the membership of the Stakeholder Advisory Committee for the Justice Project to include the Teamsters Local 231 Whatcom County Corrections Business Unit and increase the number of members representing criminal justice advocates and individuals with lived experience in the criminal justice system; and

**WHEREAS**, in March 2020, the Justice Project was put on hold in order to focus county efforts on the emerging public health crisis and pandemic; and

**WHEREAS**, on September 28, 2021, the Whatcom County Council approved a motion to re-engage the Stakeholder Advisory Committee members and reaffirm the principles in Resolution 2019-036; and

**WHEREAS**, the Stakeholder Advisory Committee has held its first two meetings (January 20, 2022 and April 7, 2022) and several additional group discussions; and

**WHEREAS**, the Justice Project planning team has identified a need to include new membership positions on the Stakeholder Advisory Committee to provide representation from the Public Defender's Office and the Prosecutor's Office; and

**WHEREAS**, consistent participation in the work of the SAC is needed to ensure all SAC Members have a consistent foundation of information from which to build ideas and establish preferences and recommendations for the needs assessment report; and

**WHEREAS**, the Justice Project planning team would like to establish a date by which vacancies in any Council-appointed SAC positions will no longer be eligible to be filled.

**NOW THEREFORE BE IT RESOLVED** by the Whatcom County Council that Exhibit A of Resolution 2020-009 is hereby amended, attached hereto and incorporated by reference, to add one (1) member representing the Public Defender’s Office and one (1) member representing the Prosecutor’s Office, bringing the total Stakeholder Advisory Committee membership to 38 members, as well as establishing that after Stakeholder Advisory Committee (SAC) Meeting 3, vacated Council-appointed SAC member positions will no longer be eligible to be filled.

**APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

**ATTEST:**

**WHATCOM COUNTY COUNCIL  
WHATCOM COUNTY, WASHINGTON**

\_\_\_\_\_  
Dana Brown-Davis, Clerk of the Council

\_\_\_\_\_  
Todd Donovan, Council Chair

**APPROVED AS TO FORM:**

Karen Frakes (4/19/2022 by email)  
\_\_\_\_\_  
Civil Deputy Prosecutor

## EXHIBIT A

### PURPOSE OF THE STAKEHOLDER ADVISORY COMMITTEE

#### Committee Established

The Stakeholder Advisory Committee (SAC) for the Public Health, Safety, and Justice Facility Needs Assessment is hereby established.

#### Purpose

The purpose of the Stakeholder Advisory Committee (SAC) is to guide the development of a needs assessment for public health, safety and justice facility needs. 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.

#### Membership

The Stakeholder Advisory Committee will consist of 38 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
17. Public Defender's Office
18. County Prosecutor Office

Members are appointed by their agency, unless marked with an asterisk. Members marked with an asterisk will complete an online application form and submit it to the Whatcom County Council for appointment.

## Term of Office

All terms will expire when the committee sunsets at the time all phases of the needs assessment are complete. The phases included in the Needs Assessment are described in a memo and exhibit discussed and approved by the Council Criminal Justice and Public Safety Committee on September 10, 2019 – see AB2019-469. If vacancies of Council-appointed Stakeholder Advisory Committee member positions occur after the third Stakeholder Advisory Committee meeting, vacancies will no longer be eligible to be filled.

## Organization – Meetings

- A. SAC meetings shall be open to the public and shall be subject to the Washington State Open Public Meetings Act, Chapter 42.30 RCW.
- B. Twelve members of the SAC shall constitute a quorum for the transaction of business.
- C. The SAC will generally meet on a monthly basis at a location to be determined. Additional meetings will be held as needed to facilitate the completion of the Needs Assessment.
- D. Written and audio recordings of meetings, findings, and recommendations shall be kept and available as a public record.
- E. The SAC will elect a chairperson or co-chairpersons from among its members to preside at its meetings.
- F. The SAC is authorized to develop subcommittees as needed to accomplish their goals.

## Committee Staffing

Whatcom County designated staff in conjunction with the consultant team will provide general staffing support. The consultant team will create agendas, lead meetings, and create meeting summaries. The County Executive's Office will designate a staff member to serve as the County Project Manager. The County Project Manager will serve as the main point of contact for the project and coordinate with the consultant team. The County Project Manager will schedule meetings, send out invitations, manage the website information, attend all meetings, and coordinate with SAC members, County staff, and the public to ensure progress and completion of the Needs Assessment. The County Project Manager will complete other tasks as described in AB2019-469.