

County Administrator's Briefing Notes

2:00 PM Monday – June 15th, 2009
Port Blakely Conference Room

*What are we asking for?
Why is it important?
Is it realistic?*

ATTENDANCE: Commissioners Bauer, Brown and Garrido, Nancy B. Grennan, County Administrator; Shawn Gabriel, Administrative Services, Larry Keeton, DCD and Jan Koske, Volunteer Services Coordinator.

2:00

1. Yearly Advisory Group Review (Jan Koske)

Discussion is held between the Board and staff regarding:

- The community groups that had not submitted work plans (CK Community Council and the Energy Conservation Advisory Committee)
- The purpose for reviewing the advisory groups on an annual basis
- The type of yearly interaction the Board would like to have with advisory groups
- The Board possibly meeting with the officers of the advisory councils during the year instead of entire council
- Staffing for the advisory councils – possible use of volunteers as contacts for those groups (instead of land use staff from DCD)
- The relationship between the Fair Board and the Cowpokes Association
- Need representative from Central Kitsap to serve on Area Aging Advisory Council
- Funding for the Commission on Children & Youth and the Council for Human Rights
- What is the mission of the Parks and Recreation Advisory Board specifically regarding neighborhood park plans
- The Manchester Community Council interested in working with the Shoreline Management Plan
- Advisory Group work plans and celebrations included on web page so citizens are aware of what the various advisory groups do.

Action:

- Commissioner Bauer will meet with the Kingston Citizen Advisory Council instead of the entire Board meeting with the council during the year.
- Jan K. will send email reminder to Commissioner Brown – Re: CK representative to serve on Area Aging Advisory Council.
- Commissioner Garrido will meet the Council for Human Rights and the Energy Conservation Advisory Committee instead of the entire Board meeting with the council during the year.
- The Board has already met with the Planning Commission for this year.
- Commissioner Brown will meet with the Substance Abuse Advisory Board instead of the entire Board meeting with the advisory board during the year.
- Commissioner Bauer will meet with the Lodging Tax Advisory Committee instead of the entire Board meeting with the committee during the year (preferably earlier in the year).
- Jan K. will have Dana Coggon to meet with Board, Re: Noxious Weed Control Board
- The Board will meet the Park & Recreation Advisory Board in September – Re: Sustainability issues.

- Commissioner Bauer will meet with the Surface & Stormwater Mgmt Advisory Council instead of the entire Board meeting with the council during the year.
- Commissioner Bauer will meet with the Suquamish Citizen Advisory Council instead of the entire Board meeting with the council during the year.
- The Board would like to receive a yearly report from the Veterans Advisory Board
- Commissioner Bauer will meet with the Greater Hansville Citizen Advisory Council instead of the entire Board meeting with the council during the year.
- The Board would like to meet with Randy Casteel and Jon Brand for an update on the Transportation Planning Advisory Committee.

3:00

**2. Community Advisory Group Guidelines, Handbook, and Policy Revision
(Jan Koske)**

Discussion is held between the Board and staff regarding:

- 2008 Report on volunteer resources (individual, advisory groups, number of volunteers and their hours and dollar value)
- More individuals volunteering and more requests for volunteers
- Open public meeting requirements for advisory groups/councils; new group members orientation.
- All individuals appointed to advisory groups get a copy of the Advisory Board Handbook
- Possibly instituting a *Volunteer of the Month or an Outstanding County Government Volunteer* program
- The Volunteer Reception and the cost
- Possibly having community groups to “adopt” a department or unit from the U.S.S. Stennis to help welcome them to the area

Action:

- Revise item #5 under Guidelines-Standards for Establishment of a County/Community Advisory Group to read... “*Fostering communication between community residents and elected and appointed county officials.*”
- Jan K. will submit resolutions for adoption to the Board Re: Advisory Group Guidelines, Handbook and Policy Revision
- Jan K. will provide information to the Board Re: the “break-down” of the number of volunteer hours for those serving on advisory committees vs. those providing direct volunteer service.
- Jan K. will provide the Board with additional information about board/group appointees when they resign or retire in order for the Board to honor and give them credit.

Adjourned at 3:41 pm

Submitted by O. Robertson,
Commissioner’s Office