



CLALLAM COUNTY HERITAGE ADVISORY BOARD MINUTES of March 1, 2021

MEETING OF THE ADVISORY BOARD (HAB)

Chair Paul Gleeson called the meeting to order at 4:30 p.m., Monday, March 1, 2021. Also present were David Brownell, Mike Doherty, Roberta Griset, Larry Lang, Nancy Messmer, Margaret Owens, Joan Quigley, and Judith Stipe. Joan Quigley had an excused absence. Chair Gleeson appeared in person to convene the meeting. HAB Members appeared by either video or audio. According to Governor's Proclamation (COVID-19) in person attendance is permitted under Phase Two.

APPROVAL OF AGENDA

1. **ACTION TAKEN:** Gleeson moved to modify the agenda with the additional of new Business item Final project report review and comment
 - a. Project review report schedule
 - b. Project review format

Motion carried. UNANIMOUS APPROVAL

APPROVAL OF MINUTES

ACTION TAKEN: Gleeson moved to approve the February 1, 2021 minutes as presented; **Motion carried. UNANIMOUS APPROVAL**

CORRESPONDENCE

PUBLIC COMMENT

- n/a

CONTINUING BUSINESS ITEMS

CONTINUING BUSINESS

1. **Review monthly meeting format in Phase Two Meeting Format** Since the County has moved its meetings into Phase Two, we have three options.
 - 1: Continue to meet virtually with the public allowed to participate either virtually or in person.
 - 2: Hybrid meeting where board members and public can choose to participate either virtually or in person.
 - 3: In person meeting as we did prior to the pandemic constraint.

ACTION TAKEN: Larry Lang moved to adopt Option 1 Continue with Virtual meeting format through May meeting. Roberta Griset seconded motion: motion carried.

CLALLAM COUNTY HERITAGE ADVISORY BOARD
MINUTES of March 1, 2021
Page 2

- 2. April meeting** – Discussed format. Meeting will be conducted similarly to the 2020 awards meeting taking into account any changes to Award guidelines. Primarily changes are 1) there will be no public input during the discussion of the project and 2) Staff, board, and employees of the applying organization will recuse themselves from deliberation.

ACTION TAKEN: None

- 3. Maritime Washington – National Heritage Area – discussion** – Board will share information on Next Maritime Washington virtual presentation.

ACTION TAKEN: None

4. Round Robin

NEW BUSINESS ITEMS

- 2. Final project report review and comment**
a. Project review report schedule
b. Project review format

The contract for 2020 projects stated, "Provide to the Heritage Advisory Board on or before August 1, 2021 a brief written report describing what the grant funds allowed your organization to undertake, complete or conduct that would not have been possible (or less likely to occur) with these grant funds." The Heritage Advisory Board is requested to review the reports to make sure the project funds were used properly.

The HAB functions as an advisory arm of the BOCC

In reviewing an awardees report, each HAB member will have access to a copy of the contract, a copy of the brief statement describing the project, the budget phases, and the items in 3-E which asks how the project will be documented.

At the May meeting, the board will further discuss the nature and timing of the review process

ACTION TAKEN: None

ITEMS FOR THE GOOD OF THE ORDER

ADJOURNMENT

Meeting concluded at 5:30.

NEXT MEETING – April 5, 2021 at 4:30 p.m.