



AGENDA

CLALLAM COUNTY HERITAGE ADVISORY BOARD

**223 East 4th Street, Room 160
Port Angeles, Washington
January 4, 2021 – 4:30 p.m.**

****ATTENTION****

In response to the current pandemic, to promote social distancing, and in compliance with Governor's Proclamation which prohibits in-person attendance at meetings, the Heritage Advisory Board strongly encourages the public to take advantage of remote options for attending and participating in open public meetings. The Heritage Advisory Board also encourages public comments to be submitted in writing if possible.

This meeting can be viewed on a live stream at this link:

<http://www.clallam.net/features/meetings.html>

If you would like to participate in the meeting via BlueJeans audio only, call 408-419-1715 and join with Meeting ID: 875 561 784

If you would like to participate in the meeting via BlueJeans video conference, visit www.bluejeans.com and join with Meeting ID: 875 561 784

Public comment and questions can be directed to the Deputy Clerk of the Board at 360-417-2233 or mhalencak@co.clallam.wa.us.

No in-person attendance will be allowed until Governor's Proclamation is lifted.

CALL TO ORDER

ROLL CALL

APPROVAL OF AGENDA

APPROVAL OF MINUTES: December 7, 2020

CORRESPONDENCE

PUBLIC COMMENT – Please limit comments to three minutes

CONTINUING BUSINESS

- 1. Election of Officers: Chair, Vice Chair, Secretary.**
Current officers Chair, Gleeson; Vice Chair, Quigley; Secretary, Owens (plus Gleeson/Lang)
- 2. Review of guideline and application form -** Comments from the prosecuting attorney's review of the Guidelines and Application form. (in bold)

"All the forms I reviewed said "2020" they need to be updated to "2021." "

"The application form looks good and is lawful."

AGENDA for the Meeting of January 4, 2021
HERITAGE ADVISORY BOARD
Page 2



3. **Screening** - Comments from the prosecuting attorney's review on question concerning screening of applications (in bold)

"At week 8 the HAB asked about whether the Prosecutor's Office would dismiss/reject an application for insufficient budget information, or an insufficient phasing program. The answer to that is "no," as the Prosecutor's Office doesn't have any criteria that would allow it to distinguish between a budget that is sufficient, and one is insufficient. The HAB will have to make that call."

4. **Grant proposal review and recommendation meeting** - Comments from the prosecuting attorney's review concerning structure of Application Review and Recommendation meeting (in bold)

"At week 16, yes, the discussion about what grant proposals to recommend to the BOCC must occur in an open meeting."

Option A: "Rather than worry about getting comments from applicants, I suggest that for each grant that has made it that far the proponent be offered 3 minutes to sum up his/her/its proposal AND then outside the three minutes answer any questions the HAB members might have. If the applicant(s) is going to be present, why not allow them to fill in gaps by answering questions from the HAB. "

If CCHAB decides to adopt this option, the following will be added to the Guidelines, Application, and the Checklist:

At the Review and Recommendation meeting, the applicants will be offered 3 minutes to sum up their proposal AND then outside the three minutes answer any questions the HAB members might have.

Option B: "If you do not want to not have any oral input from applicants, then that is lawful also, but you must announce in the application form that any particular application rises or falls SOLELY on the written presentation/application and that no comments will be asked for or received at the meeting where the HAB makes decisions."

If CCHAB decides to adopt this option, the following will be added to the Guidelines, Application, and the Checklist:

At the Review and Recommendation meeting, no comments will be asked for or received by the applicants on any particular application. All applications will rise or fall SOLELY on the written presentation/application.

5. Timeline for 2021 Clallam County Heritage Award

1. Jan 13th Wednesday - Week 1 - Press release, Application released (2 weeks)

AGENDA for the Meeting of January 4, 2021
HERITAGE ADVISORY BOARD
Page 3



2. Feb 2 Tuesday 2:00-4:00 - Week 3 - Workshop PowerPoint on Bluejeans
Discussion HAB makes a PowerPoint presentation for those who wish to apply for grants to explain the process. This is NOT the place where grant applicants can present their projects.
3. Feb 24th, Wednesday - Week 6 - Applications due (6 weeks)
4. March 3, Wednesday – Week 7- Eligibility review completed (1 week)
5. March 5th Friday- Week 7 - Posting of eligible applications to Board members for review and rating. HAB members will recuse themselves if necessary. (4 weeks)
6. March 24 Wednesday - Week 10 - Return rating sheets to Deputy Clerk/Board Chair for consolidation. (2 weeks)
7. April 5 - Monday 4:30 - Week 11 - Board meeting for project application review and recommendations as to which project to fund and at what level
Discussion: This must be done in open session. HAB members will recuse themselves if necessary
8. April 7 Wednesday CCHAB Board forwards recommendations to BOCC
9. April 12th Monday BOCC work session review
10. April 20, Tuesday BOCC Regular agenda approval.
11. Applicants Notified.
12. Contracting with awardees.

6. Workshop Power Point

2021 Workshop Power point will be updated version of the 2020 power point.

Round Robin update on handling the new Pandemic restrictions.

NEW BUSINESS

ITEMS FOR THE GOOD OF THE ORDER

ADJOURNMENT

NEXT MEETING DATE: February 1, 2021

Clallam County Heritage Advisory Board
December 7, 2020

Minutes

Meeting held via Bluejeans Videoconference

CALL TO ORDER Gleeson started the meeting at 4:39pm

ROLL CALL:

Present: Paul Gleeson, Larry Lang, Judy Stipe, David Brownell, Mike Doherty, Nancy Messmer, Roberta Griset, Joan Quigley,

Absent: Margaret Owens

APPROVAL OF AGENDA:

- JUDY SIPE COMMENTED THAT ART PROJECTS ARE NOT INCLUDED
- PAUL GLEESON ASKED TO ADD QUESTIONS FOR PROSECUTING ATTORNEY

APPROVAL OF MINUTES: November 2, 2020

STRIKE "EMAIL TO HERITAGE GROUPS", SAY ONLY PRESS RELEASE

JUDY STIPE MOVED TO APPROVE, ROBERTAGRISSET SECONDED, MOTION CARRIED UNANIMOUSLY

CORRESPONDENCE none

PUBLIC COMMENT – Please limit comments to three minutes

No one from the public in attendance

CONTINUING BUSINESS:

1. Round Robin update on handling the new Pandemic restrictions.

David Brownell: Jamestown library has curbside-service bookmobile, library to be expanded next year, new Dungeness River Ctr under construction, working with San Juan Island park

Judy Stipe: Sequim Museum had 39 private tours, finishing the walls in Civilization exhibit, donations from artist, Lakeside working with mgt to see how much more they can help with.

Roberta Griset: Genealogy Society dragging into 21st Century, happy in the new building, open for research, looking for new members

Larry Lang: NOHC new board members coming on in January, library closed to research except for e-mail and phone requests

Nancy Messmer: multiple district Lions conference, lots of work done, beach cleanups, Cowen Ranch and Hoko River State Park closed to public, working with photo collection

Mike Doherty: How many Spruce Railroad books are available at NOHC

2. Review of Guidelines and application form for approval and forwarding to prosecuting attorney's office for review.

a. Look at checklist.

Nancy Messmer asked about the order of the file. A couple typos. The order of the contents will be sent to Morgann as a Word document, and sent out as a PDF.

Roberta Griset: First page of guidelines, Eligible Projects, Public Programming

Judy Stipe: questioned where the Public Programming element in the guidelines came from. Are are projects eligible? Performing arts are excluded. Add visual arts in order to exclude that also.

David Brownell: Google Docs is creating issues with editing. Typos in several sections, perhaps formatting

Roberta Griset made a motion to forward the packet with corrections as discussed to the commissioners for review. David Brownell seconded. Motion carried unanimously

AGENDA for the Meeting of December 7, 2020
HERITAGE ADVISORY BOARD
Page 2

3. Requests for review and comment by prosecuting attorney's office:

- a. As part of the application review process would the reviewer in the prosecuting attorney's office disqualify applications that do not provide an adequate set of phases and an adequate budget? Is this a task that the prosecuting attorney's office will instead leave with the CCHAB?
- b. The CCHAB board will meet to prioritize applications and to recommend funding level for each recommended project. We assume that this discussion must be done in an open meeting. Can the board conduct the meeting and make decisions without taking comments from applicants concerning the applications?

Unanimously approved

4. Do we want to set limits on funding level requests?

Applicants need to know what the total amount to be awarded is. The application must contain funding phases. If an application exceeds the total amount recommended by the board, only certain phases will be recommended for funding.

NEW BUSINESS

ITEMS FOR THE GOOD OF THE ORDER

Joan Quigley: even though the year has been distressing due to the pandemic, I would like to wish everyone a Merry Christmas

Nancy Messmer: Pat Neal books available for sale

Judy Stipe: has several titles available for sale. Also send her your email and postal address to be on the Sequim Museum Mailing list.

ADJOURNMENT

Adjourned at 5:45pm

NEXT MEETING DATE: January 4, 2021