



CLALLAM COUNTY HERITAGE ADVISORY BOARD MINUTES of January 4, 2021

MEETING OF THE ADVISORY BOARD (HAB)

Chair Paul Gleeson called the meeting to order at 4:30 p.m., January 4, 2021. Also present were Larry Lang, Judy Stipe, Roberta Griset, David Brownell, Margaret Owens, and Nancy Messmer. **Absent:** Mike Doherty and Joan Quigley. Chair Gleeson appeared in person to convene the meeting. HAB Members appeared by either video or audio. Due to Governor's Proclamation (COVID-19) in person attendance was prohibited.

APPROVAL OF AGENDA

ACTION TAKEN: Approved

APPROVAL OF MINUTES

ACTION TAKEN: December 7, 2020. Approved

CORRESPONDENCE

PUBLIC COMMENT

- No members of the public were present.

CONTINUING BUSINESS ITEMS

1: Election of Officers: Chair, Vice Chair, Secretary.

The 2021 slate of officers includes: Gleeson as Chair with Brownell as Vice Chair. Margaret Owens accepted the nomination for the position of Secretary.

ACTION TAKEN: Board moved to accept slate; motion carried with six affirmatives and one abstention

2: Review of guideline and application form - Comments from the prosecuting attorney's review of the Guidelines and Application form. (in bold)

ACTION TAKEN: Board moved to accept comments and will make edits in the dates; motion carried

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."

ACTION TAKEN: Board to accept and will evaluate adequacy of application phases and budget as part of the rating process; motion carried

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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 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.

ACTION TAKEN: Board moved to go with Option B in open meeting; motion carried unanimously

Check with the Prosecuting Attorney to see if applicants will have the opportunity to speak during the PUBLIC COMMENT period of the meeting, but NOT during the CONTINUING BUSINESS phase of the meeting.

5: Timeline for 2021 Clallam County Heritage Award

1. Jan 13th Wednesday - Week 1 - Press release, Application released (2 weeks)
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.
3. Feb 24th, Wednesday - Week 6 - Applications due (6 weeks)
4. March 3, Wednesday – Week 7- Eligibility review completed by Prosecuting Attorney (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

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9. April 12th Monday BOCC work session review
10. April 20, Tuesday BOCC Regular agenda approval.
11. Applicants Notified.
12. Contracting with awardees.

ACTION TAKEN: Board moved to timeline as written above; motion carried

6: Workshop Power Point

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

David Brownell requested a copy of the PowerPoint used for the public workshop.

It was suggested that applicants be provided a copy of a successful grant application.

ACTION TAKEN: Board moved to use updated 2020 PowerPoint for the grants workshop; motion carried

ITEMS FOR THE GOOD OF THE ORDER

Resilience Project – Judy Stipe

ADJOURNMENT

Meeting concluded at 5:49 p.m.

NEXT MEETING – February 1, 2021 at 4:30 pm.

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