



AGENDA

CHARTER REVIEW COMMISSION

**223 East 4th Street, Room 160
Port Angeles, Washington
February 10, 2025 – 5:30 p.m.**

Notes for the Audience

- Assistive listening devices are available. Please notify Clerk before the meeting if you would like a SoundMate personal listening system.
- Please utilize the public comment sign-up sheets located at the front door.

****ATTENTION****

Charter Review Commission meetings will also be available virtually at:

If you would like to participate in the meeting via Zoom audio only, call 253-215-8782 and use meeting ID: 875 561 7844 and passcode: 12345

If you would like to participate in the meeting via Zoom video conference, visit <https://zoom.us/j/8755617844> and use meeting ID: 875 561 7844 and passcode: 12345

This meeting can be viewed on a live stream at this link: <https://www.clallamcountywa.gov/669/Live-Archived-Meetings-Online>

Public comment can be directed to the Clerk at 360-417-2256 or Loni.Gores@clallamcountywa.gov

CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL

APPROVAL OF AGENDA

APPROVAL OF MINUTES

- Meeting Minutes January 27, 2025

PUBLIC COMMENT ON AGENDA ITEMS – Please limit comments to three minutes

CORRESPONDENCE/PETITIONS

BUSINESS ITEMS

- County Staff Presentations:
 - Mark Nichols – Prosecuting Attorney's Office (**10 minutes presentation & 10 questions**)
 - Mark Lane – Finance Department (**10 minutes presentation & 10 minutes questions**)
 - Todd Mielke – Board of Commissioners – County Administrator (**10 minutes & 10 questions**)
- Commissioner District III Vacancy
- Proposed Amendment Timeline

SUBCOMMITTEE REPORTS

- Bylaws and Rules Committee
- Townhall Outreach Committee
- Coroner Committee

AGENDA for the Meeting of February 10, 2025
CHARTER REVIEW COMMISSION
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REPORTS

- Chair Report – Commissioner Fisch
 - Budget update

PUBLIC COMMENT – Please limit comments to three minutes

GOOD OF THE ORDER/FUTURE AGENDA ITEMS

ADJOURNMENT

AGENDA for the Meeting of February 10, 2025
CHARTER REVIEW COMMISSION
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**INSTRUCTIONS FOR SPEAKING AT A
CHARTER REVIEW COMMISSION MEETING:**

- Members of the public wishing to address the Commission on general items may do so during the designated times on the agenda.
- Members of the public wishing to comment at the public hearing are asked to sign in on the sheet provided giving their name, address and topic.
- Public comment is limited to 3 minutes for each speaker subject to the Commissions concurrence.
- Speakers, generally, will be heard in the order they signed up. All comments must be made from the speaker's rostrum and any individual making comments shall first state their name and address for the official record.
- General comments, applause, booing from members of the audience are inappropriate and may result in removal.

These guidelines are intended to promote an orderly system for conducting a public hearing so that each person has an opportunity to be heard and to ensure that exercising their right of free speech embarrasses no one.

Note: Written testimony presented by members of the public during the meeting is considered a public document and must be submitted to the Clerk of the Charter Review Commission. Copies of public documents from meetings are available by contacting the Public Records Department.

CHARTER REVIEW COMMISSION UPCOMING MEETING DATES

Dates are subject to change as needed. For most up to date meeting information visit the Clallam County CivicClerk Portal at: <https://clallamcowa.portal.civicclerk.com/>

- February 24, 2025 at 5:30 p.m.
- March 10, 2025 at 5:30 p.m.
- March 24, 2025 at 5:30 p.m.
- April 14, 2025 at 5:30 p.m.
- April 28, 2025 at 5:30 p.m.
- May 12, 2025 at 5:30 p.m.
- May 27, 2025 at 5:30 p.m.
- June 9, 2025 at 5:30 p.m.
- June 23, 2025 at 5:30 p.m.
- July 14, 2025 at 5:30 p.m.
- July 28, 2025 at 5:30 p.m.
- August 11, 2025 at 5:30 p.m.
- August 25, 2025 at 5:30 p.m.
- September 8, 2025 at 5:30 p.m.
- September 22, 2025 at 5:30 p.m.
- October 13, 2025 at 5:30 p.m.
- October 27, 2025 at 5:30 p.m.
- November 10, 2025 at 5:30 p.m.
- November 24, 2025 at 5:30 p.m.
- December 8, 2025 at 5:30 p.m.
- December 22, 2025 at 5:30 p.m.

CHARTER REVIEW COMMISSION

**Draft Minutes
January 27, 2025**



CLALLAM COUNTY CHARTER REVIEW COMMISSION MINUTES of January 27, 2025

MEETING OF THE CHARTER REVIEW COMMISSION (CRC)

Chair Susan Fisch called the meeting to order at 5:30 p.m., Thursday, January 27, 2025. Also present were Commissioners Bill Benedict, Jim Stoffer, Jeff Tozzer, Alex Fane, Ron Cameron, Patti Morris, Chris Noble, Paul Pickett, Ron Richards, Rod Fleck, Mark Hodgson, Christy Holy, and Cathy Walde.

REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

Fisch requested to add a business item regarding the District III vacancy

ACTION TAKEN: Fleck moved to approve the agenda as modified Cameron second, motion passed
(14 voted in favor of)

APPROVAL OF THE MINUTES

- Minutes January 13, 2025

Richards requested to be added to the Town Hall Committee

ACTION TAKEN: Minutes approved as amended

PUBLIC COMMENT ON AGENDA ITEMS

Fisch provided a brief explanation of the public comment period

- Kenneth Reandeau, Port Angeles, commented on public comment, vacancy
- Ed Bowen, Clallam Bay, commented on vacancy, public comment, timeline

CORRESPONDENCES

Gores noted receipt of correspondences from Commissioner Pickett, Commissioner Hodgson, Karin Cummins, Mark Nichols, Karen O'Donnell, Board of County Commissioners, Ron Richards (citizen) (see attached).

INTRODUCTIONS OF CHARTER REVIEW COMMISSIONERS

Fisch requested the Commissioner introduce themselves and identify their priorities. The Executive Committee requested that Commissioners email the Executive Committee with priorities. Commissioners took the opportunity to introduce themselves and their priorities.

REPORTS

- Chair Report – Commissioner Fisch
 - Nomination of Loni Gores, Clerk as CRC Secretary
 - Public comment update
 - May 26, 2025 meeting date change to May 27, 2025

Fisch requested to appoint Loni Gores as Secretary for the 2025 Charter Review Commission.

ACTION TAKEN: Benedict moved to nominate Loni Gores, Clerk as the CRC Secretary for 2025, Fleck second, motion passed
(14 voted in favor of)

Fisch commented that she already provided the public comment update during the first public comment session.

She mentioned that the May 26, 2025 meeting falls on Memorial Day. The meeting date has been changed to May 27, 2025. No objection.

She commented that all Charter Review Commissioners names are listed on the website with emails linked to allow the public to email Commissioners.

CLALLAM COUNTY CHARTER REVIEW COMMISSION
MINUTES of January 27, 2025
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She mentioned that correspondences will be attached to the minutes for each meeting.

She noted that the executive committee will be meeting between meetings. If Commissioners have items to be discussed email the executive committee.

DISCUSSION ITEMS

- Coroner discussion – Administrator Mielke

Administrator Mielke briefed on the Coroner topic. Richards stated his concerns with Charter Review Commission legal representation. Mielke clarified that he was in the selection process of outside counsel Duncan K. Fobes. CRC Members held discussion. Fobes commented that he was not hired to provide legal advice to the Charter Review Commission but instead his client asked him to provide his thoughts regarding the Coroner topic. Fobes briefed the CRC Members. CRC Members held discussion.

Hodgson requested to take a 5-minute break from 7:10 p.m. to 7:15 p.m.

- Charter Review Commissioner District III vacancy

Fisch informed the Commission that on January 23, 2025 the Board of County Commissioners (BOCC) received a letter of resignation from Karen O'Donnell. She noted that per State statute the BOCC must accept resignations from elected officials. The BOCC reviewed the resignation at their work session on January 27, 2025 and took action to accept. Charter section 11.10.20 addresses a vacancy which requires the Charter Review Commission to provide notice within 14 days and fill the vacancy within 30 days of receiving the resignation. CRC Members held discussion.

Fleck original motion:

ACTION TAKEN: Fleck moved to empower the Clerk to publish a vacancy in a similar manner in the past, noting the vacancy is in District III and sending it to the Peninsula Daily News, Forks Forum and Radio Stations in Clallam County, Richards second

Fisch questioned what the notice should say since the notice issued in 2020 just said there was a vacancy and didn't include information on how to apply. Fleck responded that there is usually a statement that includes there is a vacancy, position, district and requests a letter of intent to be sent to the Clerk by a due date.

Richards amended motion:

ACTION TAKEN: Richards amended the motion to add to the County website, Hodgson second, motion passed

(14 voted in favor of)

Discussion was held regarding the motion.

Richards amended motion:

ACTION TAKEN: Richards amended the motion to add other locations where the County typically advertises, Noble second, motion passed

(14 voted in favor of)

Discussion was held regarding the motion. Fisch noted that response is needed by Friday, February 7, 2025. Additional discussion was held regarding the timeline to appoint a Commissioner.

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Pickett amended motion:

ACTION TAKEN: Pickett amended the motion to have the Clerk contact each person who ran for office for election to let them know individually there is an opening in District III, Fane second, motion failed

(5 voted in favor of and 9 voted opposed)

Discussion was held regarding the motion.

Fleck original motion:

ACTION TAKEN: Fleck moved to empower the Clerk to publish a notice to the Peninsula Daily News, Forks Forum, Radio Stations, County website and other locations the County typically advertises including the vacancy position, district and letter of intent by February 7, 2025, Richards second, motion passed

(14 voted in favor of)

Fisch briefed the CRC Members regarding the process to fill a vacancy. She noted the bylaws say traditionally the vacancy is filled by the person with the next highest votes count. CRC Members held discussion regarding the application process.

Fleck left the meeting at 7:36 p.m. for a City Council meeting.

Richards motion:

ACTION TAKEN: Richards moved that the CRC Members ask the Chair to ask the Prosecutor to tell the CRC if the person as part of the application process must file a F1 prior to being appointed, Richards withdrew his motion

Discussion was held regarding the Public Disclosure Commission.

Richards withdraws his motion.

- Special meeting:

Discussion was held regarding holding a special meeting. Gores commented that Tuesday, February 18, 2025 at 5 p.m. was available in the board room. She also reminded the CRC that this would be considered a special meeting so only items on the agenda can be discussed. Fisch confirmed that there will be a special meeting held on Tuesday, February 18, 2025 at 5 p.m.

SUBCOMMITTEE REPORTS

- Bylaws and Rules Committee

ACTION TAKEN: Stoffer moved to table the bylaws and rules discussion to February 10, 2025, Hodgson second, motion passed

(12 voted in favor of and 1 voted no)

Picket requested that CRC Members send comments to him regarding requested bylaw and rule changes to the executive committee can review.

- Timeline discussion

Fisch noted that 2 timelines are included in the agenda packet. She asked members to review prior to the next meeting. She noted it would be helpful to backtrack dates for town hall meeting planning.

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MINUTES of January 27, 2025
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PROPOSED CHARTER ARTICLE AMENDMENTS

- Process discussion – Commissioner Fisch
No discussion was held.

- Coroner Topic

ACTION TAKEN: **Stoffer moved to establish a Coroner Committee, Morris second, motion passed**
(12 voted in favor of and 1 voted no)

Richards, Cameron, Walde, and Fane volunteered to serve on the Coroner Committee. Fisch appointed all to serve on the committee.

PUBLIC COMMENT

- Tony Corrado, Sequim, commented on water availability and issues
- Karin Cummins, Sequim, commented on Commissioner Morris, meeting dates on the agenda, town hall meeting, public comment sign-up sheet, microphone system, Coroner topic, vacancy topic, transparency, ethics, Commissioners attending meetings
- Eric Fehrmann, Sequim, commented on vacancy
- Ed Bowen, Clallam Bay, commented on current Charter conflicts, website, bylaws, subcommittees
- Pepai Whipple, Sequim, commented on serving on the Charter Review Commission, vacancy, Coroner, Commissioners serving on Boards, tabling the bylaws

GOOD OF THE ORDER/FUTURE AGENDA ITEMS

- Email priority lists to the Executive Committee
- Survey
- Subcommittees
- Discussion regarding committee meetings notice

ADJOURNMENT - Meeting concluded at 8:25 p.m.

Respectfully submitted,

Loni Gores, MMC
Clerk to the Charter Review Commission

Approved:

CHARTER REVIEW COMMISSION

CORRESPONDENCES RECEIVED

Gores, Loni

From: Gores, Loni
Sent: Monday, January 13, 2025 8:15 PM
To: Benedict, Bill; Boughton, Dee; Cameron, Ron; Fane, Alex; Fisch, Susan; Fleck, Rod; Gores, Loni; Hodgson, Mark; Holy, Christy; Morris, Patti; Noble, Chris; ODonnell, Karen; Pickett, Paul; Richards, Ron; Stoffer, Jim; Tozzer, Jeff; Walde, Cathy
Subject: FW: CRC budget

Commissioner Pickett requested that I send the CRC 2025 budget. Below is what was provided to me from the Finance Department today.

ACCOUNT DESCRIPTION	AMOUNT
Supplies -- Charter Review	200
Charter Review	4,000
Travel -- Charter Review	4,000
	\$8,200

"My email address has changed! The new format is Loni.Gores@clallamcountywa.gov Please update my contact card as your earliest convenience, Thank you!"

*Loni Gores
Clerk of the Board
Commissioners Office
223 East 4th Street, Suite 4
Port Angeles, WA 98362
Phone: 360-417-2256*

From: Pickett, Paul <paul.pickett@clallamcountywa.gov>
Sent: Monday, January 13, 2025 7:59 PM
To: Gores, Loni <loni.gores@clallamcountywa.gov>
Subject: CRC budget

Loni,

I heard mention in the meeting of a budget for the Charter Review Commission, which was a question I had.

Could you send me and the other Commissioners any information you have on a budget available to us?

Paul

Gores, Loni

From: Hodgson, Mark
Sent: Tuesday, January 14, 2025 2:24 PM
To: Gores, Loni
Cc: Fisch, Susan
Subject: Parliamentary Procedure Reference Cards

Good afternoon, Loni.

I am recommending the Commission purchase parliamentary procedure reference cards for each commissioner. I found this helpful for members of other boards and commissions I've served on ([Laminated Cheat Sheet 10-pack - Wait! Wait! What Should I Say? - Jurassic Parliament](#)).

I am also asking for guidance on tracking motion language. At our meeting yesterday, motion language was recorded with pen and paper. As motions become more complex and amendments are added, it will be beneficial to use a laptop. I see three options available to us:

1. County issued laptop to parliamentarian (since we do not have a designated secretary).
2. Personal device use within the Clallam County Microsoft Cloud infrastructure (Word, OneNote, etc). Similar to our email use.
3. Ask the clerk for a readback of each motion and amendment.

Your guidance would be appreciated.

Thank you for supporting the CRC!

Mark

Gores, Loni

From: Karin Cummins <karinc@olypen.com>
Sent: Thursday, January 16, 2025 9:18 AM
To: Gores, Loni
Subject: Good evening Charter Review Board Commisioners

Good evening Charter Review Board Commisioners

I would like to thank each member of the charter review board for taking the time out of your personal lives and to voluntarily put yourself out there for public scrutiny. I would also like to thank your families as they will be sacrificing their time with you.

Citizen engagement includes free speech.

I for one like the possible option of 5 minutes. 3 minutes sometimes is not sufficient I understand the need for balance tho however Those that signed up for the commission know the time commitment required.

I have been attending commissioner meetings regularly since 2019. The reason, I had a specific concern which I brought to the DCD, heard excuses, then to my commissioner excuses, got passed it to another commissioner, excuses who then passed it to another commissioner, finally it ended up on Mr Boutens desk, but more excuses- Forward to April 2024. We've a new administrator and it now has been passed to the administrator who said by the end of July. Now my error was not asking which year!

So I get how our county government works.

Some things to consider:

If you don't think mismanagement and ideological policies don't destroy communities just ask those involved in the fires of California.

What you are being tasked with will affect the lives of the citizens of this county well beyond your term. I ask you go with facts and not feelings.

Our county is economically depressed.

So economically depressed we were one of six counties in the United States that received the coveted recompetete grant. So economically depressed because of the lack of foresight and accountability with the way this county gives away and spends our tax dollars

Our County commissioners have no oversight and our county needs an ethics committee for the three of our commissioners.

Our county commissioners attend meetings on sovereign land and do not supply information regarding those meetings. This is unacceptable.

Any public tax dollars given to any non-governmental organization or nonprofit organization must have a clause that states all meetings must be public and or meeting minutes provided upon request

It is your responsibility to guide this community and its commissioners towards prosperity. It is not to maintain the cliques and special interest groups that have been overshadowing this county.

Thank you

Karin Cummins
Dungeness

Kärin

Gores, Loni

From: Nichols, Mark
Sent: Wednesday, January 22, 2025 8:29 AM
To: Gores, Loni
Subject: Conflict notice to charter review commission
Attachments: Conflict notice to CRC 1.22.25.pdf

Loni:

Please find attached a conflict notice for the charter review commission. I would appreciate if you would please forward this to the commission, cc to Commissioner French and Administrator Mielke, on my behalf in advance of its next meeting.

Best,

Mark Nichols
Clallam County Prosecuting Attorney
Direct (360) 417-2590

CLALLAM COUNTY PROSECUTING ATTORNEY

MARK B. NICHOLS

223 EAST 4TH STREET, SUITE 11
PORT ANGELES, WA 98362
PHONE: 360-417-2301 FAX: 360-417-2469
TOLL FREE FROM FORKS: 360-374-5324

TO: Clallam County Charter Review Commission

CC: Mike French, Chair, Clallam County Board of County Commissioners;
Todd Mielke, Clallam County Administrator

FROM: Mark Nichols

DATE: January 22, 2025

REGARDING: *Conflict of Interest*

Honorable Charter Review Commissioners:

I write to notify you of a conflict of interest that may¹ warrant the retention of conflict counsel for the Charter Review Commission (CRC).

The conflict of interest became apparent in the aftermath of the Washington Attorney General's (AG's) August 22, 2024, release of AGLO 2024 No.3. This opinion concludes, in essence, that prosecuting attorneys in counties with a population of less than 40,000 may not perform the duties of the coroner after January 1, 2025. While the opinion focuses on counties with a population of less than 40,000 and is silent regarding charter counties, the reasoning contained therein arguably applies to all prosecuting attorneys in the state of Washington.

The most obvious conflict of interest stems from the fact that the current text of Article IV, Section 4.20 of Clallam County's charter states, "[t]he Prosecuting Attorney will serve as ex-officio coroner without extra compensation." As noted in the AG's opinion, Washington law now precludes a prosecuting attorney who performs the duties of the coroner from being able to practice law after January 1, 2025. Given that prosecuting attorneys must be able to practice law to fulfill their role, they cannot perform the duties of the coroner after January 1, 2025. For this reason, I discontinued performance of the duties of the coroner effective midnight December 31, 2024.

The law envisions that conflicts of interest will arise from time to time and provides a pathway through which counties may retain conflict counsel to provide legal advice. Should the need arise, I will work with the county and the commission to facilitate the retention of conflict counsel to advise the CRC in relation to the county coroner.

The citizens of Clallam County elected me to serve as their prosecuting attorney and to discharge the duties of that office on behalf of the county. Consistent with this obligation, the prosecuting attorney's

¹ I say "may" because I do not yet know whether the charter review commission has decided to include address of the county coroner within its priorities.

Clallam County Charter Review Commission
January 22, 2025
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office will remain available to the CRC for all other matters pending resolution of the issue of how best to address the continued provision of county coroner services.

This notice is being provided to you in the discharge of my ethical duties under Rule of Professional Conduct 1.7 (a) (2).

Respectfully,



Mark Nichols
Clallam County Prosecuting Attorney

Gores, Loni

From: Gores, Loni
Sent: Friday, January 24, 2025 5:04 PM
To: Benedict, Bill; Boughton, Dee; Cameron, Ron; Fane, Alex; Fisch, Susan; Fleck, Rod; Hodgson, Mark; Holy, Christy; Morris, Patti; Noble, Chris; O'Donnell, Karen; Pickett, Paul; Richards, Ron; Stoffer, Jim; Tozzer, Jeff; Walde, Cathy
Cc: Gores, Loni
Subject: FW: Resignation letter - Karen O'Donnell
Attachments: Full Modification Packet item 2d.pdf

CRC Commissioners:

Forwarding correspondences that the BOCC received from Charter Review Commissioner Karen O'Donnell on January 23, 2024.

BOCC plans to discuss this at their work session on Monday, January 27, 2025. I've attached that agenda packet for reference.

If you wish to listen to the BOCC meeting, you can use the following call information:

If you would like to participate in the meeting via Zoom audio only, call 253-215-8782 and use meeting ID: 875 561 7844 and passcode: 12345

If you would like to participate in the meeting via Zoom video conference, visit

<https://zoom.us/j/8755617844> and use meeting ID: 875 561 7844 and passcode: 12345.

Loni

"My email address has changed! The new format is Loni.Gores@clallamcountywa.gov Please update my contact card as your earliest convenience, Thank you!"

*Loni Gores
Clerk of the Board
Commissioners Office
223 East 4th Street, Suite 4
Port Angeles, WA 98362
Phone: 360-417-2256*

From: Huntress Wildwood <wildwoodhuntress@gmail.com>
Sent: Thursday, January 23, 2025 4:29 PM
To: Gores, Loni <loni.gores@clallamcountywa.gov>
Subject: Resignation letter

KAREN O'DONNELL

wildwoodhuntress@gmail.com

541-272-8558

January 23, 2025

Clallam County Board of County Commissioners

, Mark Ozias, Mike French, Randy Johnson

223 E 4th Street, Suite 4

Port Angeles, WA 98362

I am writing to inform you that I must resign the position of Charter Review Commissioner. I regret that I am unable to fulfill the position due to technical difficulties in filing the PCD online documents. And subsequent late or absent forms.

I hope to perhaps run again when I am better prepared and informed about all of the obligations. I was not aware of all of the material that I was obligated to provide for an unpaid, volunteer position. I have served the people in the past as PCO. And I didn't have to provide information on online forms.

I called PDC for help but was unable to resolve the glitch that prevented me from entering information into the online form.

I have never had an experience of being threatened, and fined for having technical difficulties in filling out a government website online form. Government agency websites are notoriously permeated with glitches. I did try multiple ways to resolve the issue.

I am told that it has never happened before, that a candidate was elected in the top 5% and was barred from serving with threats of fines for violations. I can't help but have suspicions about the possibility of partisan bias from the PDC. Given that the state of Washington leans very far to the left. And I am registered as a republican. I'm not a far right republican I'm a libertarian, I have friends from both sides, and respect their rights to vote as they choose. I use critical thinking to choose the best of both sides. And refuse to accept what is unconstitutional from both sides. I rely on the constitution for a grounded base from which judgements about platforms can be made. America was the land of the free once. I have a dream of the restoration of our constitutional republic to a free society again.

My message resonated with the people, I feel that there is hope for a return to a more secure, productive, and prosperous community in Clallam county.

I see governmental over regulation as the most significant deterrent to the revitalization of our community. Buildings in the most prime locations are empty and dilapidated. People are laying on the streets without shoes, nodding out on drugs. But there is hyper regulation that is a barrier to business start ups. There are people that have made a career of standing on corners for hours with cardboard signs. But people won't be allowed to sell items like arts and crafts anywhere but in a controlled by government, and charged fees situation like the farmers market. The Port Angeles farmers market is not impressive. Its small and very limited and very exclusive. I've participated in farmers markets in Colorado that were huge. And very inexpensive for vendors. What if people were allowed to have freer markets, and encouraged to create, grow produce, flowers, and sell art, or start small businesses? Rather than just over taxing people, and over regulating business? Meanwhile enabling people who are on drugs, living in poverty on the streets, and causing our cities to be unsafe. Businesses are harmed by this. Which further deteriorates the economies. And cause more people to become unemployed.

I hope our economy can recover. And we can get people who are homeless, and unable to work due to addictions, mental illness, or simply oppressive governmental regulations back to a dignified life of productivity.

I hope that we can allow more people financial opportunities, without oppressive regulations, fees, and barriers. Before more people are pushed into poverty from lack of jobs.

Sincerely yours,

Karen O'Donnell

Karen O'Donnell

1/23/2025

MEMORANDUM

LONI GORES
Clerk of the Board

January 24, 2025



TO: Board of Commissioners, Administrator Mielke

RE: Agenda Modification(s)

FILE: A14.09.18

- The following item has been added to the January 27, 2025 Work Session and Action Item section on the agenda:

Board of Commissioners

Added:

- 2d Acceptance of the letter of resignation and approval of letter confirming receipt of the letter of resignation regarding Charter Review Commissioner District III Karen O'Donnell

Action Item

Board of Commissioners

Added:

- 2d Acceptance of the letter of resignation and approval of letter confirming receipt of the letter of resignation regarding Charter Review Commissioner District III Karen O'Donnell



AGENDA ITEM SUMMARY

(Must be submitted NLT 3PM Wednesday for next week agenda) 1d 1/27/25

Department: BOCC

WORK SESSION and ACTION ITEM ☒ Meeting Date: 1-27-27

Item summary:

- | | |
|---|--|
| ☐ Call for Hearing | ☐ Contract/Agreement/MOU - Contract # |
| ☐ Resolution | ☐ Proclamation ☐ Budget Item |
| ☐ Draft Ordinance | ☐ Final Ordinance ☒ Other |

Documents exempt from public disclosure attached: ☐

Executive summary:

On January 23, 2025, Charter Review District III Commissioner Karen O'Donnell notified the Board of Commissioners in writing that she is resigning from the 2025 Charter Review Commission.

RCW 42.12.020

Resignations, to whom made.

Resignations shall be made as follows: By the state officers and members of the legislature, to the governor; by all county officers, to the county commissioners of their respective counties; by all other officers, holding their offices by appointment, to the body, board or officer that appointed them.

Budgetary impact: (Is there a monetary impact? If so, are funds for this already allocated or is a budget change necessary? If this is a contract and a budget change is necessary, the budget change form must be submitted with the item at work session and for the regular agenda) If a budget action is required, has it been submitted and a copy attached? ☐
N/A

Recommended action: (Does the Board need to act? If so, what is the department's recommendation?)

Recommend acting on:

- *Accepting the letter of resignation from Karen O'Donnell
- *Approve a letter to notify Karen O'Donnell of the acceptance of her resignation from the 2025 Charter Review Commission.

County Official signature & print name: Loni Gores Loni Gores, Clerk

Name of Departments/Employee/Stakeholder attending meeting: Board of Commissioners, Prosecuting Attorney's Office - Dee Boughton

Date submitted: 1-24-25

* Work Session Meeting - Submit 1 single sided/not stapled copy
** Regular Meeting - Submit 1 single sided/not stapled copy and originals (1 or 3 copies)

Charter Review Commission Resignation O'Donnell 1-27-25
Revised: 3-04-2019



MIKE FRENCH, District 3, Chair
RANDY JOHNSON, District 2
MARK OZIAS, District 1

Board of Clallam County Commissioners

223 East 4th Street, Suite 4
Port Angeles, WA 98362-3015
360.417.2233 Fax: 360.417.2493
Email: commissioners@clallamcountywa.gov

TODD MIELKE, County Administrator

January 27, 2025

Karen O'Donell

RE. Resignation from Clallam Co. Charter Review Commission

Dear Ms. O'Donell,

The Clallam Board of County Commissioners has received your letter dated January 23, 2025, in which you informed this Board of your resignation from the above mentioned Commission. This letter is to confirm our receipt of your resignation, and to inform you that we have accepted your resignation.

Thank you for your correspondence, and we wish you the best.

Sincerely,

BOARD OF CLALLAM COUNTY COMMISSIONERS

Mike French, Chair

Randy Johnson

Mark Ozias

Gores, Loni

From: Huntress Wildwood <wildwoodhuntress@gmail.com>
Sent: Thursday, January 23, 2025 4:29 PM
To: Gores, Loni
Subject: Resignation letter

KAREN O'DONNELL

wildwoodhuntress@gmail.com

541-272-8558

January 23, 2025

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, Mark Ozias, Mike French, Randy Johnson

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I called PDC for help but was unable to resolve the glitch that prevented me from entering information into the online form.

I have never had an experience of being threatened, and fined for having technical difficulties in filling out a government website online form. Government agency websites are notoriously permeated with glitches. I did try multiple ways to resolve the issue.

I am told that it has never happened before, that a candidate was elected in the top 5% and was barred from serving with threats of fines for violations. I can't help but have suspicions about the possibility of partisan bias from the PDC. Given that the state of Washington leans very far to the left. And I am registered as a republican. I'm not a far right republican I'm a libertarian, I have friends from both sides, and respect their rights to vote as they choose. I use critical thinking to choose the best of both sides. And refuse to accept what is unconstitutional from both sides. I rely on the constitution for a grounded base from which judgements about platforms can be made. America was the land of the free once. I have a dream of the restoration of our constitutional republic to a free society again.

My message resonated with the people, I feel that there is hope for a return to a more secure, productive, and prosperous community in Clallam county.

I see governmental over regulation as the most significant deterrent to the revitalization of our community. Buildings in the most prime locations are empty and dilapidated. People are laying on the streets without shoes, nodding out on drugs. But there is hyper regulation that is a barrier to business start ups. There are people that have made a career of standing on corners for hours with cardboard signs. But people won't be allowed to sell items like arts and crafts anywhere but in a controlled by government, and charged fees situation like the farmers market. The Port Angeles farmers market is not impressive. Its small and very limited and very exclusive. I've participated in farmers markets in Colorado that were huge. And very inexpensive for vendors. What if people were allowed to have freer markets, and encouraged to create, grow produce, flowers, and sell art, or start small businesses? Rather than just over taxing people, and over regulating business? Meanwhile enabling people who are on drugs, living in poverty on the streets, and causing our cities to be unsafe. Businesses are harmed by this. Which further deteriorates the economies. And cause more people to become unemployed.

I hope our economy can recover. And we can get people who are homeless, and unable to work due to addictions, mental illness, or simply oppressive governmental regulations back to a dignified life of productivity.

I hope that we can allow more people financial opportunities, without oppressive regulations, fees, and barriers. Before more people are pushed into poverty from lack of jobs.

Sincerely yours,

Karen O'Donnell

Karen O'Donnell

1/23/2025



MIKE FRENCH, District 3, Chair
RANDY JOHNSON, District 2
MARK OZIAS, District 1

Board of Clallam County Commissioners

223 East 4th Street, Suite 4
Port Angeles, WA 98362-3015
360.417.2233 Fax: 360.417.2493
Email: commissioners@clallamcountywa.gov

TODD MIELKE, County Administrator

January 27, 2025

Karen O'Donell

RE. Resignation from Clallam Co. Charter Review Commission

Dear Ms. O'Donell,

The Clallam Board of County Commissioners has received your letter dated January 23, 2025, in which you informed this Board of your resignation from the above mentioned Commission. This letter is to confirm our receipt of your resignation, and to inform you that we have accepted your resignation.

Thank you for your correspondence, and we wish you the best.

Sincerely,

BOARD OF CLALLAM COUNTY COMMISSIONERS


Mike French, Chair


Randy Johnson


Mark Ozias

Gores, Loni

From: Ron Richards <ronaldrichards@gmail.com>
Sent: Monday, January 27, 2025 11:41 AM
To: Gores, Loni
Subject: Fwd: Coroner Issue
Attachments: 121924 Note to Mark Nichols Re Coroner Issue.pdf

Hi Loni,

I'm forwarding you this email that I just wrote to Mark Nichols on my behalf, and not as a member of the Charter Review Commission, because it is very pertinent to the CRC agenda item tonight regarding the prosecutor as coroner issue. I would hope you can forward this email to the other members of the CRC because I think it would be of help to them in considering this issue. Although I have copied Todd Mielke with this email, you might want to make sure he has read it because it regards a very important portion of the Washington State Constitution that has not been highlighted in what appears to be documentation related to his presentation to the CRC tonight.

Thank you very much,

Ron Richards

----- Forwarded message -----

From: Ron Richards <ronaldrichards@gmail.com>
Date: Mon, Jan 27, 2025 at 11:27 AM
Subject: Re: Coroner Issue
To: <mark.nichols@clallamcountywa.gov>
Cc: Ozias, Mark <Mark.Ozias@clallamcountywa.gov>, <Randy.Johnson@clallamcountywa.gov>, French, Mike <Mike.French@clallamcountywa.gov>, Todd.Mielke@ClallamCountyWA.gov <Todd.Mielke@clallamcountywa.gov>, Emma Maple PDN <emma.maple@peninsuladailynews.com>

Hi Again Mark,

On December 20, 2024, I as an interested citizen had a telephone conversation with you, and I emailed you a note, in which I suggested it was appropriate for you as the Prosecuting Attorney under the Clallam County Charter to remain the Clallam County Coroner. I am authoring this email again as an interested citizen to follow up on that telephone conversation and note. I am not writing this in my new role as a member of the Clallam County Charter Review Commission because the Commission has not authorized me to do so, nor can I opine whether a majority of the Commission would agree with me.

In that telephone conversation you stated that there could be certain issues of statewide importance that would allow state laws to override provisions of a county charter that assign duties to certain officers. You suggested prohibiting the Prosecuting Attorney from being Coroner was such an issue of statewide importance.

My response to your opinion then was to say that the statewide importance consideration only applied to the “what does the county do” part of the charter powers and not to the “who does what for the county” part of the charter powers. Since our conversation I have further reviewed the court decisions regarding the issue of conflicts between county charters and state laws. I can find no Washington State court decision that allows state laws to override provisions of a county charter that assign duties to certain officers. The only Washington State court decisions regarding this issue of conflicts involve the “what does the county do” part of the equation. See, e.g., *Henry v. Thorne*, 602 P.2d 354 (1979) and *State Ex Rel. Carroll v. King County*, 474 P.2d 877 (1970), county regulations control over conflicting state laws concerning the timing of local elections, *1000 Friends of Washington v. McFarland*, 149 P.3d 616 (2006), and *Whatcom County v. Brisbane*, 884 P.2d 1326 (1994), finding statewide interests embellished in the Growth Management Act take precedence over local interests.

This comes as no surprise because the following provisions of Article 11, Section 4, so clearly dictate it is the county charter that controls the “who does what for the county” issue.

Article 11, Section 4, says in part:

The provisions of sections 5, 6, 7, and the first sentence of section 8 of this Article [11] as amended shall not apply to counties in which the government has been established by charter adopted under the provisions hereof.

Section 5, the part of Article 11 that does not apply to charter counties, says in pertinent part:

The legislature, by general and uniform laws, shall provide for the election in the several counties of boards of county commissioners, sheriffs, county clerks, treasurers, prosecuting attorneys and other county, township or precinct and district officers, as public convenience may require, and shall prescribe their duties, and fix their terms of office:

Thus, the very part of the Washington State constitution that allows the legislature to prescribe the duties of county officers (including the prosecuting attorney) does not apply to charter counties.

This means, according to State Ex Rel. Carroll v. King County, 78 Wn.2d 452, 456 (1970), 474 P.2d 877 (1970):

[T]he framers of [Article 11, Section 4] meant to confer upon counties adopting home rule charters those powers which had theretofore been conferred upon the legislature under Const. art. 11, § 5 . . .

It's difficult to imagine finding better authority than this Washington State Supreme Court holding to establish your duty to continue serving as both coroner and prosecuting attorney.

Furthering this concept, the remaining portions of Article 11, Section 4, clearly state it is the Charter that establishes the duties of the county officers, to wit:

[A voter approved Charter] shall become the charter of said county and shall become the organic law thereof, and supersede any existing charter, including amendments thereto, or any existing form of county government, and all special laws inconsistent with such charter . . .

Any home rule charter proposed as herein provided, may provide for such county officers as may be deemed necessary to carry out and perform all county functions as provided by charter or by general law

. . .

Whether we are talking about duties established under special laws, general laws, or uniform laws, Article 11, Section 4 dictates that it is the charter that controls “who does what for the county” in charter counties. Consequently, when the Clallam County Charter says the Prosecuting Attorney should be the coroner, it prevails over conflicting state law.

There is another issue that creeps into the situation that Clallam County now faces.

Just as the United States Attorney General has the obligation to defend and enforce the acts of Congress except in instances where the unconstitutionality of the act of Congress is palpable (See [op-olc-v004a-p0055_0.pdf](#)), and just as State Attorney Generals have the same responsibility in regard to state legislation (See [Yale Law Journal - Fifty States, Fifty Attorneys General, and Fifty Approaches to the Duty To Defend](#)), Prosecuting Attorneys should have the same responsibility towards county legislation, especially when dealing with the charter which is the organic law of the county.

This same conclusion is reachable under the Rules of Professional Conduct by the following reasoning. It is the duty of a prosecuting attorney to represent the county as an entity. [MRSC - Roles and Responsibilities of Local Government Leaders](#) . Nothing better sets forth the interests of our county as an entity than its organic law, the Clallam County Charter. When our charter states that the Prosecuting Attorney shall be the coroner, it is the duty of the Prosecuting Attorney to advocate for that position. See the preamble to the RPC's where it states, "As advocate, a lawyer conscientiously and ardently asserts the client's position under the rules of the adversary system." Also see RPC 1.3 Diligence where it states "A lawyer should pursue a matter on behalf of a client despite opposition, obstruction or personal inconvenience to the lawyer, and take whatever lawful and ethical measures are required to vindicate a client's cause or endeavor. A lawyer must also act with commitment and dedication to the interests of the client and with diligence in advocacy upon the client's behalf." Giving effect to the Conflicts portions of the RPCs, I believe designating a special prosecuting attorney to bring an action to uphold the Charter's designation of the Prosecuting Attorney as the coroner would satisfy your duties under the RPCs.

Another manner in which to approach this issue is to appoint a special prosecuting attorney for the Charter Review Commission to bring an action to uphold the Charter's designation of the Prosecuting Attorney as the coroner, or to declare the rights, status and other legal relations of all parties involved.

As always, Mark, I appreciate your willingness to consider my opinions. I hope that in this case you will act upon them affirmatively. This issue is of fundamental importance to counties operating, or considering operating, under the charter form of government. It extends beyond the issue of whether a prosecuting attorney can also be coroner, to the greater issue of whether the state legislature can, directly or indirectly, override any county charter provision assigning a duty to a particular officer. An authoritative court decision settling this issue would be of great benefit, not only to Clallam County, but to all the counties in this state.

Sincerely,

Ron Richards

PS: I am attaching a copy of my December 20, 2024, note for ease of reference.

Hi Mark,

Below is a marked-up copy of Article 11, Section 4, of the Washington State Constitution that I have used to remind myself of how our county charter should work.

Regarding the requirement of our charter that you serve as coroner, I would point out the following words of the constitution that say the charter:

"shall become the organic law [of the county], and supersede any existing charter, including amendments thereto, or any existing form of county government, and all special laws inconsistent with such charter."

With such a clear statement that the charter shall supersede any existing form of county government and all special laws inconsistent with such charter, I think there is a good chance that AGO 2024 No. 3 has no bearing on your continuing obligation to serve as Coroner.

I think the following language from that AGO establishes this point:

"Without the express statutory requirement for the prosecuting attorney to act as coroner, the plain language of RCW 36.24.170 and RCW 2.48.200 would preclude the prosecuting attorney from acting as both prosecuting attorney and coroner."

With our charter, there is even better law than an "express statutory requirement" for a prosecuting attorney to act as coroner – there is an express constitutional requirement for the prosecuting attorney to act as coroner.

I do not believe having a district court judge agreeing to become the coroner, or having the county appoint a coroner, as the 12/19/24 PDN article states the county's attorney has suggested, would in any way be effective solutions. Both actions would violate the express provisions of the Charter and the question of whether the Charter controls would remain. Consequently, the third option suggested by the county's attorney, litigation, and particularly a declaratory judgment action, is the only effective way out of this problem.

You remaining as Coroner while such a case is litigated, which I think would be without risk under some form of temporary relief, would allow sufficient time to resolve this issue on a permanent basis.

Declaratory judgments are effective ways to avoid protracted, heated, and acrimonious litigation, and are precisely the tool to solve this situation. As stated in the Uniform Declaratory Judgments Act, Section 7.24.020:

“A person interested under a deed, will, written contract or other writings constituting a contract, or whose rights, status or other legal relations are affected by a statute, municipal ordinance, contract or franchise, may have determined any question of construction or validity arising under the instrument, statute, ordinance, contract or franchise and obtain a declaration of rights, status or other legal relations thereunder.”

Having this issue settled by a judge before it arises in an action challenging a decision by either a district court judge acting as a coroner, or by an appointed coroner, would be a much less expensive solution. That might also avoid situations that would involve monetary damages, for example, by an illegally acting coroner, ordering an autopsy.

Just as you have reservations about staying on as coroner under the circumstances, I would assume anyone else considering taking on the position would have the same or similar reservations. This situation just cries out for solving via a declaratory judgment action so that everyone knows their obligations and responsibilities.

I am looking forward to further considering this issue, and other issues, on the 2025 Charter Review Commission.

Ron Richards
360-477-5367

Washington State Constitution

Article 11, Section 4

SECTION 4 COUNTY GOVERNMENT AND TOWNSHIP
ORGANIZATION. . . .

Any county may frame a "Home Rule" charter for its own government subject to the Constitution and laws of this state, and for such purpose the legislative authority of such county may cause an election to be had, at which election there shall be chosen by the qualified voters of said county not less than fifteen (15) nor more than twenty-five (25) freeholders thereof, as determined by the legislative authority, who shall have been residents of said county for a period of at least five (5) years preceding their election and who are themselves qualified electors, whose duty it shall be to convene within thirty (30) days after their election and prepare and propose a charter for such county. Such proposed charter shall be submitted to the qualified electors of said county, and if a majority of such qualified electors voting thereon ratify the same, it shall become the charter of said county and shall become the organic law thereof, and supersede any existing charter, including amendments thereto, or any existing form of county government, and all special laws inconsistent with such charter. Said proposed charter shall be published in two (2) legal newspapers published in said county, at least once a week for four (4) consecutive weeks prior to the day of submitting the same to the electors for their approval as above provided. All elections in this section authorized shall only be had upon notice, which notice shall specify the object of calling such election and shall be given for at least ten (10) days before the day of election in all election districts of said county. Said elections may be general or special elections and except as herein provided, shall be governed by the law regulating and controlling general or special elections in said county. Such charter may be amended by proposals therefor submitted by the legislative authority of said county to the electors thereof at any general election after notice of such submission published as above specified, and ratified by a majority of the qualified electors voting thereon. In submitting any such charter or amendment thereto, any alternate article or proposition may be presented for the choice of the voters and may be voted on separately without prejudice to others.

Any home rule charter proposed as herein provided, may provide for such county officers as may be deemed necessary to carry out and perform all county functions as provided by charter or by general law, and for their compensation, but

shall not affect the election of the prosecuting attorney, the county superintendent of schools, the judges of the superior court, and the justices of the peace, or the jurisdiction of the courts.

Notwithstanding the foregoing provision for the calling of an election by the legislative authority of such county for the election of freeholders to frame a county charter, registered voters equal in number to ten (10) per centum of the voters of any such county voting at the last preceding general election, may at any time propose by petition the calling of an election of freeholders. The petition shall be filed with the county auditor of the county at least three (3) months before any general election and the proposal that a board of freeholders be elected for the purpose of framing a county charter shall be submitted to the vote of the people at said general election, and at the same election a board of freeholders of not less than fifteen (15) or more than twenty-five (25), as fixed in the petition calling for the election, shall be chosen to draft the new charter. The procedure for the nomination of qualified electors as candidates for said board of freeholders shall be prescribed by the legislative authority of the county, and the procedure for the framing of the charter and the submission of the charter as framed shall be the same as in the case of a board of freeholders chosen at an election initiated by the legislative authority of the county.

In calling for any election of freeholders as provided in this section, the legislative authority of the county shall apportion the number of freeholders to be elected in accordance with either the legislative districts or the county commissioner districts, if any, within said county, the number of said freeholders to be elected from each of said districts to be in proportion to the population of said districts as nearly as may be.

Should the charter proposed receive the affirmative vote of the majority of the electors voting thereon, the legislative authority of the county shall immediately call such special election as may be provided for therein, if any, and the county government shall be established in accordance with the terms of said charter not more than six (6) months after the election at which the charter was adopted.

The terms of all elective officers, except the prosecuting attorney, the county superintendent of schools, the judges of the superior court, and the justices of the peace, who are in office at the time of the adoption of a Home Rule Charter shall terminate as provided in the charter. All appointive officers in office at the time the charter goes into effect, whose positions are not abolished thereby, shall continue until their successors shall have qualified.

After the adoption of such charter, such county shall continue to have all the rights, powers, privileges and benefits then possessed or thereafter conferred by general law. All the powers, authority and duties granted to and imposed on county

officers by general law, except the prosecuting attorney, the county superintendent of schools, the judges of the superior court and the justices of the peace, shall be vested in the legislative authority of the county unless expressly vested in specific officers by the charter. The legislative authority may by resolution delegate any of its executive or administrative powers, authority or duties not expressly vested in specific officers by the charter, to any county officer or officers or county employee or employees.

The provisions of sections 5, 6, 7, and the first sentence of section 8 of this Article as amended shall not apply to counties in which the government has been established by charter adopted under the provisions hereof. The authority conferred on the board of county commissioners by Section 15 of Article II as amended, shall be exercised by the legislative authority of the county. [AMENDMENT 21, 1947 Senate Joint Resolution No. 5, p 1372. Approved November 2, 1948.]

CHARTER REVIEW COMMISSION

Subcommittee Reports Bylaws and Rules Committee

Gores, Loni

From: Pickett, Paul
Sent: Wednesday, February 5, 2025 5:48 PM
To: Gores, Loni
Subject: Bylaws/Rules committee responses to Ron Richards' comments
Attachments: proposed revised bylaws 2025 - Committee edits redline w_RR_comments.pdf

Loni, please forward to the Commission.

Attached is our first proposed version of the by-laws with Ron's comments included, and a response from the Committee to Ron.

Provided fyi.

Paul

CLALLAM COUNTY CHARTER REVIEW COMMISSION

2025~~0~~ BYLAWS

ARTICLE I – OBJECT

These Bylaws are for the governance of the Clallam County Charter Review Commission and its committees and members.

ARTICLE II – OFFICERS AND STAFF

Section 1. There shall be elected from the members of the Charter Review Commission, hereafter referred to as "the Commission," the following officers who shall serve for the period of time necessary to comply with Article XI of the Clallam County Charter.

- a. There shall be a Chair of the Commission whose duties shall be to convene and preside at all regular or special meetings, may act as a member of all committees and make all appointments to committees with the approval of the ~~majority of members present at the regular Commission meeting~~. The Chair shall perform the duties specified in these Bylaws and other duties as may be found consistent with proper conduct of business.
- b. There shall be a First and Second Vice Chair, one chosen from each commissioner district other than the district represented by the Chair who may act as members of all committees and who may be selected to chair any committee and who shall perform such other duties as may be specified in these Bylaws or as may be assigned by the Commission.
- c. In the absence of the Chair from any meeting or public hearing, the duties and prerogatives of the Chair shall be carried out and performed by the First Vice Chair and in the absence of the Chair and the First Vice Chair, by the Second Vice Chair.

Commented [PP1]: RonR_1:
It is helpful to leave "majority of members present at the Commission meeting" to make clear a "majority of the members of the Commission" is not needed.
It is wise to remove "regular"

Section 2. There shall be an Executive Committee consisting of the Chair, First and Second Vice Chairs of the Commission, and such additional members selected by the Chair and approved by a majority of the Commission. Duties of the Executive Committee shall be to:

- a. Make monthly status reports on the budget to the Commission.
- b. Oversee the activities of assigned staff to the Commission.
- c. Interview and recommend employment of consultants to the Commission for approval.
- d. Perform other duties as assigned by the Commission for the orderly conduct of the business of the Commission.

ARTICLE III – MEETINGS

Section 1. Regular meetings of the Commission shall be held as established in the Rules and in compliance with RCW 42.30 (Open Public Meetings Act).

Section 2. Special meetings of the Commission may be called by the Chair or by a majority of the Commission in compliance with RCW 42.30.

Section 3. The Commission and committees may hold other meetings at such time and places as the Commission or committee may decide and which are accessible to the public and are in compliance with RCW 42.30.

~~Section 4. The Commission and all committee meetings shall be held in a location accessible to the public.~~

~~Section 5. All meetings of the Commission and committees shall be open to the public and to the press; provided, however, that at the direction of the Chair or a majority of the members present, the Commission or committees may at any time meet in or go into closed session or executive session for the purpose of discussion of matters exempted by the state Open Public Meetings Act (RCW 42.30).~~

Section 46. Non-committee Commission members shall have no vote in committee, but may be allowed to speak on matters before the committee, subject to rules established by the Commission.

Section 57. Two public comment opportunities will be available at each meeting, subject to rules established by the Commission.

Section 68. Virtual meeting access (teleconferencing) shall be provided for all Commission meetings. If a need arises, and with prior approval of the Chair, a member may attend via teleconferencing phone or similar such means.

Section 79. Commission records shall be maintained at the Clallam County website in compliance with the Open Public Meetings Act.

Commented [PP2]: RonR_2:

No objection to the changes to Sections 3, 4, or 5.

Commented [PP3]: RonR_3:

In regard to speaking, I think non-committee commission members should stand in the same position as members of the public in committee meetings.

There is a potential problem with this Section and Article 13 where it is carefully stated that a committee shall be less than a quorum of the Commission. For example, if a committee is 5 people, and three non-committee commission members attend as allowed by this bylaw, there would be a quorum of the commission members present. This problem could be solved by adding words such as "provided, non-committee commission members attending committee meetings shall be limited, on a first come, first seated basis, to a number which when added to the committee members present is less than a quorum of the commission." Otherwise the new sections 4, 5, 6, and 7 are all fine with me.

ARTICLE IV – RULES OF ORDER

Except as modified by these Bylaws and when not in conflict with municipal, state, or federal law, all meetings shall be conducted in accordance with the most recent edition of Roberts Rules of Order. The Commission shall elect a parliamentarian from its members to assist it in its proceedings.

ARTICLE V – QUORUM, ABSENCES FROM COMMISSION AND COMMITTEES

Section 1. Except as otherwise specifically provided in these Bylaws a simple majority of the Commission shall constitute a quorum for the transaction of business.

Section 2. A simple majority of a committee shall constitute a quorum for the conduct of the business of the committee.

Section 3. An attendance record of all Commission and committee meetings shall be kept.

Commented [PP4]: RonR_4:

This should read "An attendance record of all Commission members attending Commission and committee meetings shall be kept." Citizens attending public meetings cannot be required to sign in or otherwise identify themselves for the purpose of recording their presence.

ARTICLE VI – COUNSEL AND RESEARCH STAFF

Section 1. All inquiries or requests for legal opinions ~~or rulings~~ shall be referred to the Prosecuting Attorney's Office ~~at such times and in such manner as~~ at the direction of the Commission ~~or Executive Committee may decide~~.

Section 2. Questions of review, study, or investigation by the staff of the Commission shall be referred to the staff by a member of the Executive Committee or a majority of the members present at any regular or special meeting of the Commission.

ARTICLE VII – PARTICIPATION BY THE CHAIR

The Chair may discuss any matter as a member and shall be entitled to vote on all matters. On debate on the adoption of proposed Charter provisions section by section, or on the adoption of the amended Charter as a whole, the Chair shall relinquish the Chair while speaking on the question.

ARTICLE VIII – VOTING

Section 1. All votes shall be cast by voice, show of hands, or open roll-call vote. Except for those motions noted within Robert's Rules of Order that require two-thirds vote for passage, and except as otherwise provided for within these Bylaws, a majority vote of the members present shall be sufficient for the adoption of the motion.

Section 2. Any issues-proposed Charter Amendments forwarded to the voters shall require a roll-call vote.

ARTICLE IX – ADOPTION OF PROPOSED AMENDMENTS AND RECOMMENDATIONS TO THE BOARD OF COMMISSIONERS BY THE COMMISSION

Section 1. The following ~~steps must be taken procedure shall be followed~~ by the Charter Review Commission ~~in order to adopt~~ proposed Charter amendments to the Voters.

Step 1: GIVE NOTICE TO COMMISSION: ~~Notice, and a member or Committee shall provide a~~ draft of the proposed Charter amendment, ~~must be given to the Commission at a meeting. that a specific~~ The proposed amendment shall be placed on the agenda considered at the next meeting. (~~Bylaws Art 9, Section 1~~)

Step 2: HOLD MEETING TO CONSIDER AMENDMENT: ~~The CRC adopts specific language for the amendment. The proposed Charter Amendment will be considered by the Commission for their vote. If Once the Commission approves a final version draft of the proposed amendment is approved, the Commission votes shall schedule a final vote at the next regular meeting. whether to send the amendment to the next meeting. This can be done as part of a regular meeting or a special meeting.~~

Step 3: GIVE NOTICE TO PUBLIC: Notice must be given to the public after the meeting at which the Commission approves a final draft of the proposed amendment ~~was considered~~ and three days before the meeting at which the Commissioners will vote. (~~Bylaw Art 9, See 2~~)

Step 4: HOLD MEETING TO ADOPT AMENDMENT: ~~Commissioners vote on whether or not to adopt an amendment, which would send it to the Clallam County Voters. The proposed Charter Amendment shall be placed on the agenda for a roll-call vote by the Commission. A majority vote to approve the proposed Charter Amendment will place it on the ballot for the next statewide general election. Major The Commission shall make no substantive changes to the underlying content language of an proposed amendment would not be at this meeting, acceptable because major changes would render the public notice void. This can be done as part of a regular meeting or at a special meeting. The vote must be taken as a~~

Commented [PP5]: RonR_5:

I would suggest replacing Step 2 with the following: The Commission, in considering a member or committee proposed amendment, may add to it, or delete from it, or reject it, as the Commission sees fit. If the Commission proceeds with the proposed amendment in any form it shall prepare a final draft for hearing at a subsequent meeting.

Commented [PP6]: RonR_6:

I would suggest replacing Step 3 with the following: "Before the adoption of a proposed amendment, the Commission must hold a public hearing on the final draft of the proposed amendment and give at least 10 days notice to the public of that public hearing."

It should be noted that the commission might not want to vote on a proposed amendment at the meeting where the hearing was held, or for some time afterward, to think more about it.

Three days is too short a time frame for the public to consider a proposed amendment.

~~roll-call vote on an individual amendment. Approval requires a majority of the Commission.
(Bylaws Art 8, Sec 2 and Art 9, Sec 2)~~

~~Section 2. Recommendations of the~~ Charter Review Commission may ~~be~~ forward recommendations (Charter 11.10.30)ed to the Clallam County Board of Commissioners by writing if adopted by a simple majority of the Charter Review Commission attending a regular or special meeting. The Commissioners(s) presenting the recommendation on behalf ofn the CRC, may only speak to the recommendation as voted by the CRC unless the Commissioner explains that she/he is expressing their personal opinion.

ARTICLE X – PUBLIC HEARINGS

Section 1. It is the desire of the Commission to hold as many public hearings as reasonable.

Section 2. The time and place of public hearings shall ~~be~~ fixed by the Commission. Such hearings will be rotated among the three commission districts as deemed appropriate by the Commission.

Section 3. The Chair, a Vice Chair, or in their absence, the designee of the members present, shall preside at public hearings conducted by the Commission or committees.

ARTICLE XI – PUBLIC STATEMENTS

Section 1. While any member has a right to express personal views and opinions pursuant to our constitutional guarantee of freedom of speech, statements purporting to represent the views or pronouncements of the Commission or committees thereof shall not be made except as directed or authorized by a majority of the entire Commission at any special or regular meeting or public hearing and provision shall be made for expression of minority views at the same time.

Section 2. The Chair may make public announcements of meetings or public hearings, and may authorize the issuance of fact statements relating to the Commission's work as the Chair may deem necessary.

ARTICLE XII – VACANCIES

Section 1. Vacancies on the Board occurring pursuant to ~~Article XI of~~ the Clallam County Charter shall be declared by the ~~Chair~~Executive Committee.

Section 2. Vacancies shall be filled pursuant to Article XI of the Clallam County Charter. ~~Traditionally, the vacancy has been filled by the candidate who received the next highest number of votes in the election in the district in which the vacancy occurs. If that candidate is unable to serve, the position would be offered to the next candidate(s) down the list sequentially by number of votes.~~

ARTICLE XIII – COMMITTEES

Commented [PP7]: RonR_7:

I would suggest changing this language to :

"Step 4: Voting on Adopting a Proposed Amendment: After the hearing on a final draft of a proposed Charter amendment, it shall be voted on by a roll-call vote of the Commission at any subsequent meeting where it has been placed on the agenda prior to the day of the meeting. A majority vote in favor of the proposed Charter amendment will be required to file such amendment with the Auditor for submission to the voters in the manner required by the Charter. The Commission shall make no substantive changes to the final draft of a proposed Charter Amendment as advertised for a hearing without holding a subsequent hearing."

Note: Next statewide general election is incorrect. Next statewide general election occurring at least 90 days after filing with the Auditor is the requirement.

Commented [PP8]: RonR_8:

This is not within the powers of the Executive Committee under Article 2, Section 2 and it should not be. Declaring a vacancy is a relatively significant action and should not be done in an Executive Committee meeting without the public notice and availability of a Commission meeting. This should be done by the Chair. Since these bylaws were in effect at our last meeting, I think the Chair should have (and I consider what she did as sufficient) declared the vacancy. I also don't believe the county commissioners have any roll in declaring a vacancy on the charter review commission.

The Commission may establish such standing committees and ad hoc committees as it deems necessary for the proper execution of the Commission's responsibilities. Committees shall have fewer Commission members than a quorum of the Commission. Members of each committee shall elect a Chair from among their own number unless such Chair is named by the Commission.

Committees that are formed as per state law to write "For" and "Against" statements about amendments proposed by the Charter Review Commission which will be included in the Voters Pamphlet, are NOT considered to be committees of the Charter Review Commission even though they may be members of the CRC.

ARTICLE XIV – ORDER OF BUSINESS

There shall be an "Order of Business" (Agenda) established in the rules.

ARTICLE XV – AMENDMENT OF THE BYLAWS

These Bylaws may be amended at any time by an affirmative vote of a majority but not less than eight (8) of the Commission members present at any regular or special meeting after written notice of the proposed action has been mailed, emailed, or delivered to members of the Commission at least five (5) days prior to the meeting and following posting of such proposed action on the Clallam County website.

Adopted: ~~November 12, 2020~~ January 27, 2025

Gores, Loni

From: Pickett, Paul
Sent: Wednesday, February 5, 2025 2:29 PM
To: Gores, Loni
Cc: Fisch, Susan; Holy, Christy; Noble, Chris
Subject: Updated version of draft bylaws and rules for Feb 10 meeting.
Attachments: proposed revised bylaws 2025 - Committee draft redline 10Feb2025.pdf; Proposed amended rules 2025 - Committee draft 10Feb2025.pdf; Proposed amended rules 2025 - Committee draft redline 10Feb2025.docx; proposed revised bylaws 2025 - Committee draft redline 10Feb2025.docx

Loni,

Attached are a redline and clean version of the draft proposed changes to the bylaws and rules.

The Committee made some changes based on comment and further review, so Commissioners should use these versions for deliberation at the meeting.

Thank you!

Paul Pickett

CLALLAM COUNTY CHARTER REVIEW COMMISSION

20250 BYLAWS

ARTICLE I – OBJECT

These Bylaws are for the governance of the Clallam County Charter Review Commission and its committees and members.

ARTICLE II – OFFICERS AND STAFF

Section 1. There shall be elected from the members of the Charter Review Commission, hereafter referred to as "the Commission," the following officers who shall serve for the period of time necessary to comply with Article XI of the Clallam County Charter.

- a. There shall be a Chair of the Commission whose duties shall be to convene and preside at all regular or special meetings, may act as a member of all committees and make all appointments to committees with the approval of the majority of members present at ~~the~~ regular-a Commission meeting. The Chair shall perform the duties specified in these Bylaws and other duties as may be found consistent with proper conduct of business.
- b. There shall be a First and Second Vice Chair, one chosen from each commissioner district other than the district represented by the Chair who may act as members of all committees and who may be selected to chair any committee and who shall perform such other duties as may be specified in these Bylaws or as may be assigned by the Commission.
- c. In the absence of the Chair from any meeting or public hearing, the duties and prerogatives of the Chair shall be carried out and performed by the First Vice Chair and in the absence of the Chair and the First Vice Chair, by the Second Vice Chair.

Section 2. There shall be an Executive Committee consisting of the Chair, First and Second Vice Chairs of the Commission, and such additional members selected by the Chair and approved by a majority of the Commission. Duties of the Executive Committee shall be to:

- a. Make monthly status reports on the budget to the Commission.
- b. Oversee the activities of assigned staff to the Commission.
- c. Interview and recommend employment of consultants to the Commission for approval.
- d. Determine when a vacancy of the Commission exists.
- e. Perform other duties as assigned by the Commission for the orderly conduct of the business of the Commission.

ARTICLE III – MEETINGS

Section 1. Regular meetings of the Commission shall be held as established in the Rules and in compliance with RCW 42.30 (Open Public Meetings Act).

Section 2. Special meetings of the Commission may be called by the Chair or by a majority of the Commission in compliance with RCW 42.30.

Section 3. The Commission and committees may hold other meetings at such time and places as the Commission or committee may decide and which are accessible to the public and are in compliance with RCW 42.30.

~~Section 4. The Commission and all committee meetings shall be held in a location accessible to the public.~~

~~Section 5. All meetings of the Commission and committees shall be open to the public and to the press; provided, however, that at the direction of the Chair or a majority of the members present, the Commission or committees may at any time meet in or go into closed session or executive session for the purpose of discussion of matters exempted by the state Open Public Meetings Act (RCW 42.30).~~

Section 46. Non-committee Commission members shall have no vote in committee, but may be allowed to speak on matters before the committee, subject to rules established by the Commission.

Section 57. Two public comment opportunities will be available at each meeting, subject to rules established by the Commission.

Section 68. Virtual meeting access (teleconferencing) shall be provided for all Commission meetings. If a need arises, and with prior approval of the Chair, a member may attend via ~~teleconferencing phone or similar such means.~~

Section 79. Commission records shall be maintained at the Clallam County website in compliance with the Open Public Meetings Act.

ARTICLE IV – RULES OF ORDER

Except as modified by these Bylaws and when not in conflict with municipal, state, or federal law, all meetings shall be conducted in accordance with the most recent edition of Roberts Rules of Order. The Commission shall elect a parliamentarian from its members to assist it in its proceedings.

ARTICLE V – QUORUM, ABSENCES FROM COMMISSION AND COMMITTEES

Section 1. Except as otherwise specifically provided in these Bylaws a simple majority of the Commission shall constitute a quorum for the transaction of business.

Section 2. A simple majority of a committee shall constitute a quorum for the conduct of the business of the committee.

Section 3. An attendance record of all Commissioners attending Commission and committee meetings shall be kept.

ARTICLE VI – COUNSEL AND RESEARCH STAFF

Section 1. All inquiries or requests for legal opinions ~~or rulings~~ shall be referred to the Prosecuting Attorney's Office ~~at such times and in such manner as~~ at the direction of the Commission ~~or Executive Committee may decide~~.

Section 2. Questions of review, study, or investigation by the staff of the Commission shall be referred to the staff by a member of the Executive Committee or a majority of the members present at any regular or special meeting of the Commission.

DRAFT

ARTICLE VII – PARTICIPATION BY THE CHAIR

The Chair may discuss any matter as a member and shall be entitled to vote on all matters. On debate on the adoption of proposed Charter provisions section by section, or on the adoption of the amended Charter as a whole, the Chair shall relinquish the Chair while speaking on the question.

ARTICLE VIII – VOTING

Section 1. All votes shall be cast by voice, show of hands, or open roll-call vote. Except for those motions noted within Robert's Rules of Order that require two-thirds vote for passage, and except as otherwise provided for within these Bylaws, a majority vote of the members present shall be sufficient for the adoption of the motion.

Section 2. Any issues-proposed Charter Amendments forwarded to the voters shall require a roll-call vote.

ARTICLE IX – ADOPTION OF PROPOSED AMENDMENTS AND RECOMMENDATIONS TO THE BOARD OF COMMISSIONERS BY THE COMMISSION

Section 1. The following steps-must-be-taken procedure shall be followed by the Charter Review Commission in-order-to adopt-proposed Charter amendments to the Voters.

Step 1: GIVE NOTICE TO COMMISSION: Notice, and aA member or Committee shall provide a draft of the proposed Charter amendment, must-be-given to the Commission at a meeting. that-a-specificThe proposed amendment shall be placed on the agenda considered at the next meeting. (Bylaws Art 9, Section 1)

Step 2: HOLD MEETING TO CONSIDER AMENDMENT: The CRC adopts specific language for the amendment. The proposed Charter Amendment will be considered by the Commission for their vote. If Once the Commission approves a final version-draft of the proposed amendment is approved, the Commission votes shall schedule a final vote at the next regular meeting. whether to send the amendment to the next meeting. This can be done as part of a regular meeting or a special meeting.

Step 3: GIVE NOTICE TO PUBLIC: Notice must be given to the public after the meeting at which the Commission approves a final draft of the proposed amendment was-considered and three days before the meeting at which the Commissioners will vote. (Bylaw Art 9, Sec 2)

Step 4: HOLD MEETING TO ADOPT AMENDMENT: Commissioners vote on whether or not to adopt an amendment, which would send it to the Clallam County Voters. The proposed Charter Amendment shall be placed on the agenda for a roll-call vote by the Commission. As described in the Charter, if the Commission approves the proposed Charter Amendment by a majority vote, the proposed amendment will be sent to the County Auditor to be placed on the ballot for the next statewide general election. Major-The Commission shall make no substantive changes to the underlying content language of an proposed amendment would not be at this meeting. acceptable because major changes would render the public notice void. This can be done as part of a regular meeting or at a special meeting. The vote must

~~be taken as a roll call vote on an individual amendment. Approval requires a majority of the Commission. (Bylaws Art 8, Sec 2 and Art 9, Sec 2) If the Commission decides to make substantive changes, the process returns to Step 2.~~

Section 2. ~~Recommendations of t~~The Charter Review Commission may ~~be~~ forward recommendations (Charter 11.10.30)ed to the Clallam County Board of Commissioners by writing if adopted by a simple majority of the Charter Review Commission attending a regular or special meeting. The Commissioners(s) presenting the recommendation on behalf ofn the CRC, may only speak to the recommendation as voted by the CRC unless the Commissioner explains that she/he is expressing their personal opinion.

ARTICLE X – PUBLIC HEARINGS

Section 1. It is the desire of the Commission to hold as many public hearings as reasonable.

Section 2. The time and place of public hearings shall be fixed by the Commission. Such hearings will be rotated among the three commission districts as deemed appropriate by the Commission.

Section 3. The Chair, a Vice Chair, or in their absence, the designee of the members present, shall preside at public hearings conducted by the Commission or committees.

ARTICLE XI – PUBLIC STATEMENTS

Section 1. While any member has a right to express personal views and opinions pursuant to our constitutional guarantee of freedom of speech, statements purporting to represent the views or pronouncements of the Commission or committees thereof shall not be made except as directed or authorized by a majority of the entire Commission at any special or regular meeting or public hearing and provision shall be made for expression of minority views at the same time.

Section 2. The Chair may make public announcements of meetings or public hearings, and may authorize the issuance of fact statements relating to the Commission's work as the Chair may deem necessary.

ARTICLE XII – VACANCIES

Section 1. Vacancies on the Board occurring pursuant to ~~Article XI of~~ the Clallam County Charter shall be ~~declared~~ determined by the ~~Chair~~ Executive Committee and announced at a Commission meeting.

Section 2. Vacancies shall be filled pursuant to Article XI of the Clallam County Charter. ~~Traditionally, the vacancy has been filled by the candidate who received the next highest number of votes in the election in the district in which the vacancy occurs. If that candidate is unable to serve, the position would be offered to the next candidate(s) down the list sequentially by number of votes.~~

ARTICLE XIII – COMMITTEES

The Commission may establish such standing committees and ad hoc committees as it deems necessary for the proper execution of the Commission's responsibilities. Committees shall have fewer Commission members than a quorum of the Commission. Members of each committee shall elect a Chair from among their own number unless such Chair is named by the Commission.

Committees that are formed as per state law to write "For" and "Against" statements about amendments proposed by the Charter Review Commission which will be included in the Voters Pamphlet, are NOT considered to be committees of the Charter Review Commission even though they may be members of the CRC.

ARTICLE XIV – ORDER OF BUSINESS

There shall be an "Order of Business" (Agenda) established in the rules.

ARTICLE XV – AMENDMENT OF THE BYLAWS

These Bylaws may be amended at any time by an affirmative vote of a majority but not less than eight (8) of the Commission members present at any regular or special meeting after written notice of the proposed action has been mailed, emailed, or delivered to members of the Commission at least five (5) days prior to the meeting and following posting of such proposed action on the Clallam County website.

Adopted: November 12, 2020January 27, 2025

CLALLAM COUNTY CHARTER REVIEW COMMISSION

2025 BYLAWS

ARTICLE I – OBJECT

These Bylaws are for the governance of the Clallam County Charter Review Commission and its committees and members.

ARTICLE II – OFFICERS AND STAFF

Section 1. There shall be elected from the members of the Charter Review Commission, hereafter referred to as "the Commission," the following officers who shall serve for the period of time necessary to comply with Article XI of the Clallam County Charter.

- a. There shall be a Chair of the Commission whose duties shall be to convene and preside at all regular or special meetings, may act as a member of all committees and make all appointments to committees with the approval of the majority of members present at a Commission meeting. The Chair shall perform the duties specified in these Bylaws and other duties as may be found consistent with proper conduct of business.
- b. There shall be a First and Second Vice Chair, one chosen from each commissioner district other than the district represented by the Chair who may act as members of all committees and who may be selected to chair any committee and who shall perform such other duties as may be specified in these Bylaws or as may be assigned by the Commission.
- c. In the absence of the Chair from any meeting or public hearing, the duties and prerogatives of the Chair shall be carried out and performed by the First Vice Chair and in the absence of the Chair and the First Vice Chair, by the Second Vice Chair.

Section 2. There shall be an Executive Committee consisting of the Chair, First and Second Vice Chairs of the Commission, and such additional members selected by the Chair and approved by a majority of the Commission. Duties of the Executive Committee shall be to:

- a. Make monthly status reports on the budget to the Commission.
- b. Oversee the activities of assigned staff to the Commission.
- c. Interview and recommend employment of consultants to the Commission for approval.
- d. Determine when a vacancy of the Commission exists.
- e. Perform other duties as assigned by the Commission for the orderly conduct of the business of the Commission.

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Section 3. The Commission and committees may hold other meetings at such time and places as the Commission or committee may decide and which are accessible to the public and are in compliance with RCW 42.30.

Section 4. Non-committee Commission members shall have no vote in committee, but may be allowed to speak on matters before the committee, subject to rules established by the Commission.

Section 5. Two public comment opportunities will be available at each meeting, subject to rules established by the Commission.

Section 6. Virtual meeting access (teleconferencing) shall be provided for all Commission meetings. A member may attend via teleconferencing.

Section 7. Commission records shall be maintained at the Clallam County website in compliance with the Open Public Meetings Act.

ARTICLE IV – RULES OF ORDER

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Section 2. A simple majority of a committee shall constitute a quorum for the conduct of the business of the committee.

Section 3. An attendance record of all Commissioners attending Commission and committee meetings shall be kept.

ARTICLE VI – COUNSEL AND RESEARCH STAFF

Section 1. All inquiries or requests for legal opinions shall be referred to the Prosecuting Attorney's Office at the direction of the Commission or Executive Committee.

Section 2. Questions of review, study, or investigation by the staff of the Commission shall be referred to the staff by a member of the Executive Committee or a majority of the members present at any regular or special meeting of the Commission.

ARTICLE VII – PARTICIPATION BY THE CHAIR

The Chair may discuss any matter as a member and shall be entitled to vote on all matters. On debate on the adoption of proposed Charter provisions section by section, or on the adoption of the amended Charter as a whole, the Chair shall relinquish the Chair while speaking on the question.

ARTICLE VIII – VOTING

Section 1. All votes shall be cast by voice, show of hands, or open roll-call vote. Except for those motions noted within Robert's Rules of Order that require two-thirds vote for passage, and except as otherwise provided for within these Bylaws, a majority vote of the members present shall be sufficient for the adoption of the motion.

Section 2. Any proposed Charter Amendments forwarded to the voters shall require a roll-call vote.

ARTICLE IX – ADOPTION OF PROPOSED AMENDMENTS AND RECOMMENDATIONS TO THE BOARD OF COMMISSIONERS BY THE COMMISSION

Section 1. The following procedure shall be followed by the Charter Review Commission to propose Charter amendments to the Voters.

Step 1: GIVE NOTICE TO COMMISSION: A member or Committee shall provide a draft of the proposed Charter amendment to the Commission at a meeting. The proposed amendment shall be placed on the agenda at the next meeting.

Step 2: HOLD MEETING TO CONSIDER AMENDMENT: The proposed Charter Amendment will be considered by the Commission for their vote. If the Commission approves a final draft of the proposed amendment, the Commission shall schedule a final vote at the next regular meeting. .

Step 3: GIVE NOTICE TO PUBLIC: Notice must be given to the public after the meeting at which the Commission approves a final draft of the proposed amendment and three days before the meeting at which the Commissioners will vote.

Step 4: HOLD MEETING TO ADOPT AMENDMENT: The proposed Charter Amendment shall be placed on the agenda for a roll-call vote by the Commission. As described in the Charter, if the Commission approves the proposed Charter Amendment by a majority vote, the proposed amendment will be sent to the County Auditor to be placed on the ballot for the next statewide general election. The Commission shall make no substantive changes to the language of a proposed amendment at this meeting. If the Commission decides to make substantive changes, the process returns to Step 2.

Section 2. The Charter Review Commission may forward recommendations (Charter 11.10.30) to the Clallam County Board of Commissioners by writing if adopted by a simple majority of the Charter Review Commission attending a regular or special meeting. The Commissioners(s) presenting the recommendation on behalf of the CRC, may only speak to the recommendation

as voted by the CRC unless the Commissioner explains that she/he is expressing their personal opinion.

ARTICLE X – PUBLIC HEARINGS

Section 1. It is the desire of the Commission to hold as many public hearings as reasonable.

Section 2. The time and place of public hearings shall be fixed by the Commission. Such hearings will be rotated among the three commission districts as deemed appropriate by the Commission.

Section 3. The Chair, a Vice Chair, or in their absence, the designee of the members present, shall preside at public hearings conducted by the Commission or committees.

ARTICLE XI – PUBLIC STATEMENTS

Section 1. While any member has a right to express personal views and opinions pursuant to our constitutional guarantee of freedom of speech, statements purporting to represent the views or pronouncements of the Commission or committees thereof shall not be made except as directed or authorized by a majority of the entire Commission at any special or regular meeting or public hearing and provision shall be made for expression of minority views at the same time.

Section 2. The Chair may make public announcements of meetings or public hearings, and may authorize the issuance of fact statements relating to the Commission's work as the Chair may deem necessary.

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Section 2. Vacancies shall be filled pursuant to Article XI of the Clallam County Charter.

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ARTICLE XV – AMENDMENT OF THE BYLAWS

These Bylaws may be amended at any time by an affirmative vote of a majority but not less than eight (8) of the Commission members present at any regular or special meeting after written notice of the proposed action has been mailed, emailed, or delivered to members of the Commission at least five (5) days prior to the meeting and following posting of such proposed action on the Clallam County website.

Adopted: January 27, 2025

CLALLAM COUNTY CHARTER REVIEW COMMISSION

2025 RULES

AGENDA

The Executive Committee shall prepare the agenda ~~shall be prepared by the Chair~~ for each regular or special meeting of the Commission with assurance of two public comment periods not exceeding three minutes each per speaker. ~~The agenda shall reflect the order of business as provided in these rules and shall be prepared by the Chair for each regular or special meeting of the Commission.~~

MEETINGS

Meetings shall be scheduled by a majority vote of the Commission. ~~held on the second and fourth Thursday of each month, commencing at 6 p.m. Meetings shall not exceed three hours in duration.~~

PUBLIC HEARINGS AND INTERVIEWS WITH PUBLIC OFFICIALS

- A. Public hearings where the public is invited to submit testimony or informational matter concerning the Charter shall be conducted in the following manner:
1. Any person desiring to address the Commission or committee at a public hearing must will be encouraged to first sign the speaker's list giving his or her name and address and the name of the persons, government unit, or organization on whose behalf he or she appears and speaks. Speakers will be recognized in the order of signup.
 2. The presiding officer may, in the interest of facilitating the business of the Commission or committee, limit the amount of time to be allowed to any person, governmental unit, organization or group and may limit the number of representatives of any group, governmental unit, or organization who shall be allowed to be heard on a particular subject under discussion.
 3. Any member of the Commission desiring to address the Commission or committee at a public hearing or meeting must first be recognized by the presiding officer.
 4. In order to assure that each Charter Review Commission member has the opportunity to ask questions of the speakers during public meetings, each member shall be allowed to ask one question until all members in attendance have been afforded the opportunity to ask a question. Once all members have been given the opportunity to ask a question, Chair will proceed in order again after the first round.
 5. The Chair will explain at the beginning of public hearings, that speakers can choose whether to answer questions; the Commission realizes that not everyone is comfortable speaking in public.
 6. All public comment (email, public hearing statements, letters, and telephone calls) shall be distributed to all Commission members by email or hard copy and Clerk will register all public comments retained for the Commission.

- |
- |
- B. Interviews of public officials and public employees may be conducted as a committee ~~of~~ theas a whole, provided that all testimony, statements, and papers pertaining to the Charter shall be made a part of the Commission's records.
 - C. Public notice shall be given for any public hearing per RCW.

DRAFT

EXPENDITURES

After consultation with county staff, the Chair may expend funds up to \$50 to further the objectives of the commission; PROVIDED the Chair reports on the nature and the amount of such expenditures at the next general meeting of the commission. Any expenditure over this amount must be considered and approved per these rules.

ORDER OF BUSINESS

~~The order of business will be determined by the Executive Committee with assurance of two public comment periods not exceeding three minutes each per speaker.~~

COMMITTEES

In accordance with the Open Public Meetings Act (RCW 42.30), committees are public meetings and will be held where accessible to the public. Meetings may be announced as determined by the Commission.

The Chair of each Committee will have the discretion to determine how input from non-Committee Commission members and members of the public will be addressed.

The Chair of each Committee shall take appropriate action to ensure that a quorum of the Commission is not present at a meeting of the Committee.

SUSPENSION OF THE RULES

These rules may be suspended by a two-thirds vote of the members present at any regular or special meeting.

Adopted: January 9, 2020

CLALLAM COUNTY CHARTER REVIEW COMMISSION

2025 RULES

AGENDA

The Executive Committee shall prepare the agenda for each regular or special meeting of the Commission with assurance of two public comment periods not exceeding three minutes each per speaker.

MEETINGS

Meetings shall be scheduled by a majority vote of the Commission. .

PUBLIC HEARINGS AND INTERVIEWS WITH PUBLIC OFFICIALS

- A. Public hearings where the public is invited to submit testimony or informational matter concerning the Charter shall be conducted in the following manner:
1. Any person desiring to address the Commission or committee at a public hearing will be encouraged to first sign the speaker's list giving his or her name and address and the name of the persons, government unit, or organization on whose behalf he or she appears and speaks. Speakers will be recognized in the order of signup.
 2. The presiding officer may, in the interest of facilitating the business of the Commission or committee, limit the amount of time to be allowed to any person, governmental unit, organization or group and may limit the number of representatives of any group, governmental unit, or organization who shall be allowed to be heard on a particular subject under discussion.
 3. Any member of the Commission desiring to address the Commission or committee at a public hearing or meeting must first be recognized by the presiding officer.
 4. In order to assure that each Charter Review Commission member has the opportunity to ask questions of the speakers during public meetings, each member shall be allowed to ask one question until all members in attendance have been afforded the opportunity to ask a question. Once all members have been given the opportunity to ask a question, Chair will proceed in order again after the first round.
 5. The Chair will explain at the beginning of public hearings, that speakers can choose whether to answer questions; the Commission realizes that not everyone is comfortable speaking in public.
 6. All public comment (email, public hearing statements, letters, and telephone calls) shall be distributed to all Commission members by email or hard copy and Clerk will register all public comments retained for the Commission.
- B. Interviews of public officials and public employees may be conducted as a committee as a whole, provided that all testimony, statements, and papers pertaining to the Charter shall be made a part of the Commission's records.
- C. Public notice shall be given for any public hearing per RCW.

EXPENDITURES

After consultation with county staff, the Chair may expend funds up to \$50 to further the objectives of the commission; PROVIDED the Chair reports on the nature and the amount of such expenditures at the next general meeting of the commission. Any expenditure over this amount must be considered and approved per these rules.

COMMITTEES

In accordance with the Open Public Meetings Act (RCW 42.30), committees are public meetings and will be held where accessible to the public. Meetings may be announced as determined by the Commission.

The Chair of each Committee will have the discretion to determine how input from non-Committee Commission members and members of the public will be addressed.

The Chair of each Committee shall take appropriate action to ensure that a quorum of the Commission is not present at a meeting of the Committee.

SUSPENSION OF THE RULES

These rules may be suspended by a two-thirds vote of the members present at any regular or special meeting.

Adopted: January 9, 2020

CHARTER REVIEW COMMISSION

Presentation

Mark Nichols

**These documents were added to the agenda packet
after the packet was posted on February 6, 2025**

Gores, Loni

From: Gores, Loni
Sent: Thursday, February 6, 2025 3:41 PM
To: Benedict, Bill; Boughton, Dee; Cameron, Ron; Fane, Alex; Fisch, Susan; Fleck, Rod; Hodgson, Mark; Holy, Christy; Morris, Patti; Noble, Chris; Pickett, Paul; Richards, Ron; Stoffer, Jim; Tozzer, Jeff; Walde, Cathy
Cc: Gores, Loni
Subject: Mark Nichols Presentation 2/10/25
Attachments: Overview of My Time as Coroner .pptx; Coroner Administrative Tasks.pdf

Attached are additional documents from Mark Nichols for his presentation at the CRC meeting this coming Monday.

"My email address has changed! The new format is Loni.Gores@clallamcountywa.gov Please update my contact card as your earliest convenience, Thank you!"

*Loni Gores
Clerk of the Board
Commissioners Office
223 East 4th Street, Suite 4
Port Angeles, WA 98362
Phone: 360-417-2256*

Nichols, Mark

From: Wojnowski, Christi
Sent: Thursday, February 6, 2025 11:31 AM
To: Nichols, Mark
Subject: Coroner Administrative Work

Document was submitted after the
agenda and packet were posted on
mark nichols
Presentation to CRE
added to packet
2/6/25 @ 3:50pm

Below are the tasks completed by myself and/or the assigned legal assistant prior to having coroner division staff:

- Taking death calls during business hours.
- Creating cases in MDI-Log. Updating as new information is received:
 - Additional case/scene details
 - Next of kin information
 - Upload law enforcement reports, medical records, and other documents
 - Input specific information for autopsy and assign pathologist
 - Document communications
 - Complete additional forms for special designated circumstances (suicides, overdoses, firearms, etc)
- Communicate with law enforcement
- Communicate with family
- Communicate with funeral home
- When applicable, communicate with the pathologist to schedule an autopsy. Forward necessary information and law enforcement reports.
- Prepare toxicology forms and pick up samples to send to tox lab
- Update case when receive tox reports
- Update case when receive autopsy reports
- Send autopsy reports to next of kin (if requested)
- Coordinate autopsy with law enforcement and prosecutor's office in event of homicide (or other potential criminal charges)
- Sign death certificates
- Submit to state twice a year for autopsy reimbursement
- Work with law enforcement, the King County Medical Examiner's Office, and the WA Department of Archaeology & Historic Preservation when human remains are discovered.
- Purchase supplies and uniforms.
- Pay invoices.
- Participate in training/conferences to stay current on state law and best practices.
- Find pathologists to work with. Create and update MOU's between Clallam County and the pathologist.
- Work with other offices (KCMEC, TCCO, Seattle Children's) for autopsy services. Complete any contracts/paperwork required of their offices.
- Shepherd MOU's, contracts, and budget modifications through the county process, including attending BOCC work sessions.
- Create/update/maintain Standard Operating Procedures.
- Send monthly reports to internal departments (District Court and Auditor's Office)
- Participate in Clallam County Emergency Operations/Mass Fatality planning
- Maintain statistics and post to county website
- Report overdose death information to the county in their form and the state through their form
- Work with the SUDC foundation to prepare free brochures of resources to have available to families who lose their infant
- Process indigent remains requests.

Developed by Mark Nichols
Clallam County Prosecuting Attorney

AN OVERVIEW OF MY TIME AS COUNTY CORONER



Outline

- I. WA's Medicolegal Death Investigation System
 - II. Coroner's Legal Authority
 - III. Core Functions
 - IV. Standards and Accountability
 - V. Clallam County Coroner's Office
 - VI. Important Considerations
- 

Washington's System

- Washington's death investigation system is county based. (Some states have centralized or district-based systems.)
- Utilizes a combination of coroners and medical examiners.

Legal Authority

- Chapter 36.24 RCW, "County Coroner"
- Chapter 68.50 RCW, "Human Remains"
- Chapter 70.58A RCW, "Vital Statistics"
- Chapter 3.45 CCC, "Disposition of Remains of Indigent Persons"



Core Functions

- Determine cause and manner of death
 - Scene investigation
 - Take custody of the body
 - Make positive identification of the deceased
 - Locate and notify next of kin
 - List decedent's effects
 - Complete death certificates
- 

Standards and Accountability

- The legislature adopted training and accreditation requirements for coroners in 2021
 - Chapter 43.101.480 RCW, "Medicolegal forensic investigation training required for coroners and medical examiners—Exceptions"
 - Chapter 139-27 WAC, "Medicolegal forensic investigation training and certification"
 - Chapter 36.24.210 RCW, "Accreditation required"
- Training and certification and accreditation are overseen and monitored by the Washington State Criminal Justice Training Commission and the state treasurer's office.

Clallam Coroner's Office Staffing

- **"The Prosecuting Attorney will serve as ex-officio coroner without extra compensation".**
 - Clallam County Home Rule Charter, Article IV, Section 4.20: Powers and Duties.
- **In all cases where the duties of any county office are greater than can be performed by the person elected to fill it, the officer may employ deputies and other necessary employees with the consent of the board of county commissioners.**
 - RCW 36.16.070, "Deputies and employees."

Pre 2022 Staffing

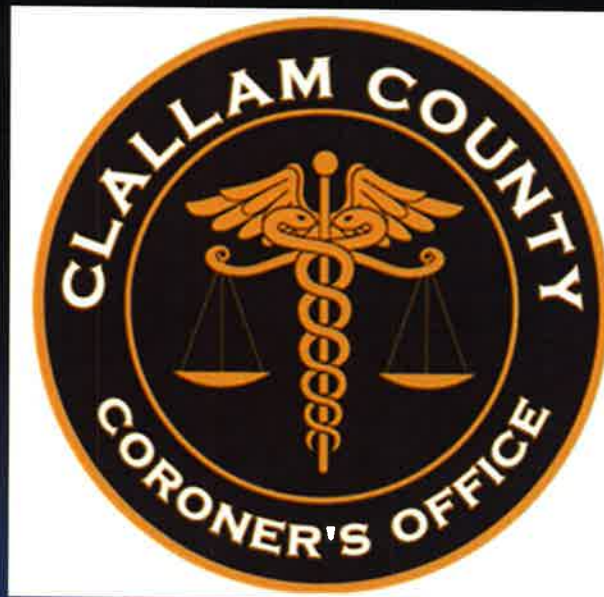
- The Elected Prosecutor/Ex-Officio Coroner
- The prosecuting attorney's office manager, approximately 10 deputy prosecuting attorneys, and numerous local law enforcement were deputized as coroners
- Contracted board-certified forensic pathologist performed examinations and autopsies
- Washington State Department of Archaeology and Historic Preservation handled non-forensic human remains

2022 – 2024 Staffing

- The Elected Prosecutor/Ex-Officio Coroner*
- The prosecuting attorney's office manager was deputized as a coroner*
- The county funded two standalone deputy coroner positions*
- Contracted board-certified forensic pathologist performed examinations and autopsies
- Washington State Department of Archaeology and Historic Preservation handled non-forensic human remains
 - *Individuals in these positions were all trained and certified in forensic medicolegal death investigation

Other Developments

Adoption of a coroner's office insignia



Other Developments

Acquisition of a coroner's office vehicle



Other Developments

- Ongoing training for forensic medicolegal death investigators
- Design and acquisition of coroner's uniform
- Implementation of MDILog (a web application that allows death investigators to submit death scene investigation reports online)
- Implementation of the Washington Health and Life Event System (WALES) (a web application used to register deaths in Washington State)



Day to Day Considerations

- A 24/7/365 county-wide function that requires on call work outside of courthouse hours
- Work is unpredictable (timing of death is usually unpredictable)
- Scene response can be time consuming, depending on where death occurs
- Scene investigation varies in complexity, depending on what happened
- There is a significant amount of administration that occurs behind the scenes. (See attached email for specifics.)

Important Considerations

- The coroner will be required to play a significant role in the event of mass casualty incidents.
- Consider what will happen in the event of a major earthquake, accident involving a school bus, a mass shooting, etc.
- Few people think these events will impact their community, until they do.

Important Considerations

- Coroners are exposed to trauma by virtue of their work.
- Organizational support should focus on the provision of adequate personnel to staff a 24/7/365 county-wide operation, critical incident stress de-briefing, counseling benefits and mandated time off for employees.
- The legislature amended state law in 2021 to include coroners within the definition of “first responder” which helps.
 - See RCW 70.54.430 (6) (b), “First responders—Emergency response service—Contact information”

Workload Volume

	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u> (Jan-Nov)
Cases	208	240	291	321	331	335	283/310
Autopsies	64	61	72	87	52	77	51/56
Suicides	31	19	26	20	17	19	18/20
Homicides	2	8	4	0	4	2	3/?
Accidents*	13	14	22	24	21	52	23*/25
Drug OD	12	14	19	35	28	44	22**/30

* Excluding accidental drug overdoses

** Pending autopsy results on 5 suspected overdoses for 2024

CHARTER REVIEW COMMISSION

Presentation

Administrator Todd Mielke

**These documents were added to the agenda packet
after the packet was posted on February 10, 2025**

CLALLAM COUNTY ADMINISTRATOR

POSITION OVERVIEW

FEBRUARY 10, 2025



General Duties...

- Serve as the leader for the county organization by planning, organizing, and directing all functions assigned by the Board of County Commissioners and the County Charter to assist the Board in the performance of its duties.
- Support the goals of the County Commissioners, both individually and collectively.
- Look for opportunities and threats to the organization.
- Serve as a liaison between the County Commissioners and other elected leaders of the County.
- “Other duties as assigned”



Clallam County Charter

ARTICLE VI – ADMINISTRATOR

Section 6.10: Administrator

The Commissioners shall appoint an Administrator, selected on the basis of his or her executive experience and professional administrative qualifications, to carry out the administrative responsibilities of the county...

...The Commissioners shall, by ordinance, establish his or her contract or terms of employment, including compensation...



Clallam County Charter

ARTICLE VI – ADMINISTRATOR

Section 6.20: Duties and Responsibilities

The Administrator shall be directly responsible to the Commissioners and he or she shall serve the Commissioners and the county by making recommendations concerning the affairs of the county as may be necessary; keeping the Commissioners advised as to the needs of the county and making recommendations when appropriate; preparing and submitting the proposed annual budget to the Commissioners; supervising, performing, and delegating other responsibilities as may be prescribed by this Chapter or be required of him or her by ordinance or resolution...

Section 9.30.010-Annual Budget

The Administrator shall recommend a proposed annual budget to the Board of Commissioners.

Section 9.40-Final Budget

The Administrator shall develop, no later than 60 days following the adoption of the annual county budget by the Board of Commissioners, a narrative summary of the adopted annual county budget...

Clallam County Charter

ARTICLE IX – FINANCIAL ADMINISTRATION

Additionally...

Assists the Board of County
Commissioners in fulfilling their role.

Clallam County Charter

ARTICLE II – LEGISLATIVE AND EXECUTIVE POWERS

Section 2.30.10: Legislative Power

...Except as otherwise provided in this chapter or by ordinance, they [Commissioners] may have the power to establish, abolish, combine or divide offices, departments and agencies; establish their powers, duties and responsibilities as provided by law or ordinance...

Clallam County Charter

ARTICLE II – LEGISLATIVE AND EXECUTIVE POWERS

Section 2.30.20: Executive Power

...The Commissioners shall exercise their executive power by executing and enforcing laws and ordinances; interpreting ordinances, resolutions and policies; employing and discharging personnel; appointing and removing members of boards and commissions; directing the preparation of the budget; conducting or serving on boards and commissions; signing or causing to be signed contracts, vouchers, deeds and other instruments. The Commissioners shall delegate duties, functions and responsibilities but will remain accountable for all executive actions.

Questions?



Public Sector:

WA Senate Staffer

State Representative

National Legislator of the Year
Majority Caucus Chairman

Spokane County Commissioner

Served nearly 12 years

Washington State Association of Counties

(WSAC)

President (& served all other officer positions)
Legislative Steering Committee Co-Chair
Nat'l Assn of Counties – WIR Committee

Private Sector:

Owner, Excavation Business

Regional Director of State Gov't Affairs

Johnson & Johnson Corporation

Owner, Gov't Affairs Consulting Firm

Chief Executive Officer

Greater Spokane Incorporated

More Recently:

Chief Administrative Officer

Spokane County Sheriff's Office

Todd Mielke Professional Background

- **Washington State Scholar**
- **Attended – Washington State University**
 - Major: Accounting
- **Attended – Gonzaga University**
 - Major: Mechanical Engineering
- **B.A. – Eastern Washington University**
 - Business Administration
 - Focus Areas: Finance/Operations Management
 - Minor: Computer Science
- **M.B.A. – University of Washington**
 - Foster School of Business

Todd Mielke Academic Background

THANK YOU

Todd Mielke

todd.mielke@clallamcountywa.gov

360-565-2670 (work)

360-477-1501 (work cell)

The job description is intended to describe the general nature and level of work being performed by the incumbent and is not to be construed as an exclusive list of responsibilities, duties and skills required by the incumbent on this position. The job description does not imply an offer of employment, nor a contract for employment. It is subject to change at the discretion of the employer.

Job Title: County Administrator

Salary Range: 100 (\$185,905.31 up to \$205,204.63)

Department: Board of County Commissioners

Reports to: County Commissioners

Pages: 1–6

Summary

Serve as the leader for the county organization by planning, organizing, and directing all functions assigned by the Board of County Commissioners and the County Charter to assist the Board in the performance of its executive duties. Provide oversight and leadership to the Chief Financial Officer and Finance Team to ensure strategic and responsible annual budgeting and appropriate fiscal oversight of all county departments throughout the year. Provide oversight and leadership to the Commissioners' Team. Assist the Board in the execution of its Legislative priorities. Serve as the primary contact and interface between all county departments and the Board of County Commissioners. Provide direct supervision and oversight for all administrative departments including administrative, policy and procedural matters as enumerated in Charter and Policy.

The Administrator will serve as a valuable asset and resource for the Board of County Commissioners, working closely with the elected members to provide leadership, guidance, and support for county operations. As a key member of the County's leadership team the Administrator will be responsible for overseeing and managing county departments, ensuring that they are operating effectively to meet the needs of the community. In addition to supporting the Board of Commissioners the Administrator will also serve in a support capacity for the broader elected membership. The Administrator must maintain a strong relationship with all elected officials, fostering a culture of collaboration, communication, and transparency to promote effective decision-making and problem-solving.

The successful candidate for this position will have a proven track record of leadership and management with experience overseeing complex operations and managing budgets. The candidate will possess excellent communication and interpersonal skills, with the ability to build strong relationships with a diverse range of stakeholders. Additionally, the ideal candidate will have a deep understanding of local government operations, regulations, and policies and a commitment to promoting equity, diversity, and inclusion in all aspects of county operations.

The Clallam County Administrator will play a critical role in ensuring that the County is well-managed, responsive to the needs of the community, and able to deliver high-quality services to its membership. This position requires a dedicated and experienced leader who can work collaboratively with elected officials, county staff, and community members to promote effective governance and positive outcomes for the County.

Typical Duties

- Provide leadership that engages all members of the county organization and that supports the effective and efficient functioning of county government.
- Coordinate with the Prosecutor's Civil Division legal team to provide advice to the Board of County Commissioners on administrative policy, risk management and legislative affairs.
- Provide oversight, leadership, and supervision to the Chief Financial Officer (CFO) and Finance Team who shepherd the annual budgeting process and who track and report on all aspects of the county's daily financial processes and obligations.
- Work with the CFO, Finance Team, elected officials, and department heads to identify, track, report on and maintain the multiple funding sources that support many aspects of county operations in accordance with applicable RCW and Policy; identify and develop alternate revenue sources as necessary.
- Provide leadership across all county departments in pursuit of carrying out the strategic plan, vision, and core values, policies, and programs for the Board of County Commissioners.
- Ensure regular coordination with the WSU Cooperative Extension.
- Appoint, supervise, and evaluate the performance of appointed department heads.
- Provide leadership for the Policy Review Team in pursuit of developing, recommending, and implementing administrative policies that foster effective and efficient governance.
- Responsible for leading the development and implementation of strategic plans for the County. This will involve working closely with the Board of County Commissioners, Department Heads, and other stakeholders to identify key priorities, establish goals and objectives, and develop strategies to achieve them.
- Promote a positive and productive work environment by fostering effective communication and collaboration with the Directors of Human Resources and Risk Management.
- Stay informed of changes and trends in healthcare, including the rise of opioids and other public health concerns, and work with County departments and stakeholders to develop and implement policies and initiatives to address these issues.
- Supervise the development of the Commissioners' weekly agenda in coordination with the Clerk of the Board.
- Ensure that all Commissioners are adequately briefed and prepared to discuss all aspects of county business that come before the Board.
- Ensure that the members of the Board of Clallam County Commissioners remain informed of legislative changes and updates, while the legislature is in session; with the development of a comprehensive communication plan for the dissemination of information to the Board in a timely and effective manner, as well as ensuring that the organization's policies and procedures are updated to reflect adaptations. Engaging outside legal, lobbyists, or experts may also be beneficial for interpreting and analyzing statutory updates and amendments. Overall, these actions will help to ensure that the Board is informed (may possibly be called to testify for and against legislation) and prepared to make decisions in response to changes relevant to the organization.
- Provide leadership for the Climate Action Team in pursuit of developing, recommending, and implementing policies that reduce greenhouse gas emissions and ensure county government is staying current with climate change-related legislation and trends.

- Work broadly with county leadership team/leadership academy graduates to improve the functioning of the county organization.
- Serve as primary point of contact between county and junior taxing districts.
- Maintain positive working relationships with county, city, Tribal, state, and federal elected officials.
- Maintain positive working relationships with District and Superior Courts.
- Regularly engage with community and civic groups as a representative of Clallam County.

Key Competencies for this Position

- Executive Leadership: Ability to look ahead and identify key issues; ability to think creatively and engage others to build solutions; ability to accept broad responsibilities and a desire to see that the whole organization thrives.
- Relationship-Building: Ability to conceive, develop, empower, and maintain effective cross-departmental organizational teams; ability to work effectively with a broad range of individuals including elected officials, department heads, county employees, municipal and Tribal colleagues and the public.
- Ethics and Integrity: Earn trust, respect and confidence through honesty and professionalism in all interactions.
- Communication: Employ effective verbal, non-verbal and written communication skills to convey thoughts and information clearly and consistently to broad audiences.
- Multi-tasking: Ability to handle multiple assignments simultaneously and to work in a fast-paced environment with changing priorities.
- Analytical Skills: Ability to provide accurate and timely analysis on a broad range of policy, financial and organizational issues.
- Equity: Foster a work environment that seeks out and celebrates diversity; understand and implement policies and practices that build equity and strive for inclusion in all aspects of county governance.
- Learning: Be an active, committed lifelong learner.

Qualifications

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- The job duties and scope of responsibility sufficient to perform thoroughly and accurately the full scope of responsibility as contained in this job description and as would be expected of the leader of a complex public service organization.

- Must have a clear understanding of both the structure and operation of county government (to include the three branches of government operating within the courthouse) as well as, a mastery of the executive function.
- Information, terminology, policies, and procedures specific to county government.
- Open Public Meetings Act and other relevant laws.
- Modern business principles and practices.
- Software applications and other technology relative to the scope of the position.
- Conflict resolution techniques (including formal training in this field).
- Risk management principles.
- County elected offices.

Skill in:

- Public Speaking
- Interpersonal relationships
- Leadership with the ability to provide vision, direction, and guidance to county staff, elected officials, and community stakeholders.
- Strategic planning with the ability to develop and implement strategic plans that align with the County's mission and vision.
- Financial management with the ability to manage budgets, analyze financial data, and make sound financial decisions that ensure the County's financial sustainability.
- Policy development with the ability to develop and implement policies that promote equity, diversity, and inclusion and align with the County's values and goals.
- Thorough understanding of local government operations, regulations, and policies, including legal requirements and ethical standards.

Ability to:

- Communicate effectively and professionally with diverse audiences.
- Communicate regularly, clearly, and effectively – both verbally and in writing – with coworkers, elected officials, other government agencies, contractors, and the public.
- Ability to provide creative, responsive, and effective executive leadership in a complex public service organizational environment.
- Lead and manage change initiatives that improve county operations and service delivery.
- Work broadly with countywide elected officials.
- Provide experienced leadership in public sector budgeting and finance.
- Establish effective working relationships and problem-solve in a group environment.
- Provide effective managerial oversight and performance management for administrative department heads.
- Ensure effective coordination, support, and communication for elected department heads.
- Perform multiple tasks simultaneously under tight deadlines.

- Stay abreast of relevant current developments.
- Demonstrate attention to detail in all aspects of responsibility.
- Handle difficult and stressful situations while maintaining professionalism and objectivity.
- Exhibit good listening skills and comprehension.
- Meet attendance standards necessary for successful job performance.

Education and Experience Required

Requires knowledge of the field of assignment sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by examples in the above job description.

Education & Experience

A bachelor's degree from an accredited College or University in public administration, business administration or related field (Master's Degree preferred) and a minimum of ten years' experience in executive leadership in a public service environment.

Licensing/Certification Requirements

Current Driver's License

U.S. citizenship or proof of legal right to work in the United States

Pass Background Check

Pass OSHA/Designated Required Training

Note: Any first aid rendered by such persons is rendered only as a collateral duty responding solely to injuries resulting from workplace incidents, generally at the location where the incident occurred.

Physical Demands and Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The working environment for the Administrator is primarily in an office setting; however, the individual will be required to travel to off-site locations and attend meetings. The duties require walking, sitting, standing, kneeling, bending, stooping, crouching, reaching, pushing, pulling, twisting, a sense of touch, finger dexterity, gripping with hands and fingers; ability to hear voice conversations, to see with close, far vision with depth perception; lifting and carrying 20 lbs.; ability to operate a passenger vehicle.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

High Exposure Designation

The employee assigned to this position may work within a high exposure classification as defined under the Occupational Safety & Health Act and Washington Administrative Code governing Washington Industrial Safety & Health Act for blood borne pathogens protocols.

Essential Worker Designation

The employee assigned to this position is designated as an “essential worker.” Essential workers are required by the county to respond and perform work functions during an emergency in order to ensure the protection of the health, safety, and welfare of the citizens of Clallam County and public facilities and property located therein. The county maintains the right to recall essential workers during any emergency and/or as necessary to restore governmental functions during extended emergencies.

Requirement for Confidentiality

The employee assigned to this position works in the capacity of a confidential employee and is required to maintain confidentiality with regard to a broad range of matters including, but not limited to: employee performance, the management of protected health information, and matters protected by the attorney – client privilege. Any breach of this requirement of employment may result in immediate discipline, up to and including termination.

General Disclaimer

The statements contained herein reflect general details as necessary to describe the principal functions of this position, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. The individual may be directed to perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

CHARTER REVIEW COMMISSION

PRESENTATION

Mark Lane

**This document was submitted after the agenda
packet was posted on February 10, 2025**

Clallam County Finance Department Overview



Charter Basis for Creation of the Finance Department by the BOCC

- **2.30.10: Legislative Power** The legislative power of the county, not reserved to the people, shall be vested in the Board of Commissioners. The Commissioners shall exercise their legislative power by adoption and enactment of ordinances; shall levy taxes, appropriate revenue and adopt budgets for the county; shall establish the compensation to be paid to all county officers and employees and shall provide for the reimbursement of expenses. **Except as otherwise provided in this chapter or by ordinance, they may have the power to establish, abolish, combine or divide offices, departments and agencies;** establish their powers, duties and responsibilities as provided by law or ordinance.



Charter Basis for Creation of the Finance Department by the BOCC (continued)

- **Section 5.10: Composition, Duties and Responsibilities of Administrative Departments:** The Administrative Departments shall include the Department of Administration, the Department of Public Works and such additional departments, offices, or agencies as the Commissioners may deem necessary.
- **Many departments besides Finance exist in the County that are not listed specifically in the Charter** (but that are nevertheless allowed for under Section 5.10), including:
 - Human Resources/Risk Management
 - IT/GIS
 - Parks, Fair & Facilities
 - Health & Human Services



Understanding the Roles of the Departments Supporting the Financial Operations of the County

- Serves as the "Bank" for County & JR Tax Districts
- Revenue Collection
- Funding Disbursements
- Cash & Investment Management

Treasurer's Office

Auditor's Office

- Audit Disbursements
- Audit Accounting Transactions
- Policy & Regulatory Compliance
- Annual Report & Audit (partner with Finance)
- Safeguarding of Assets

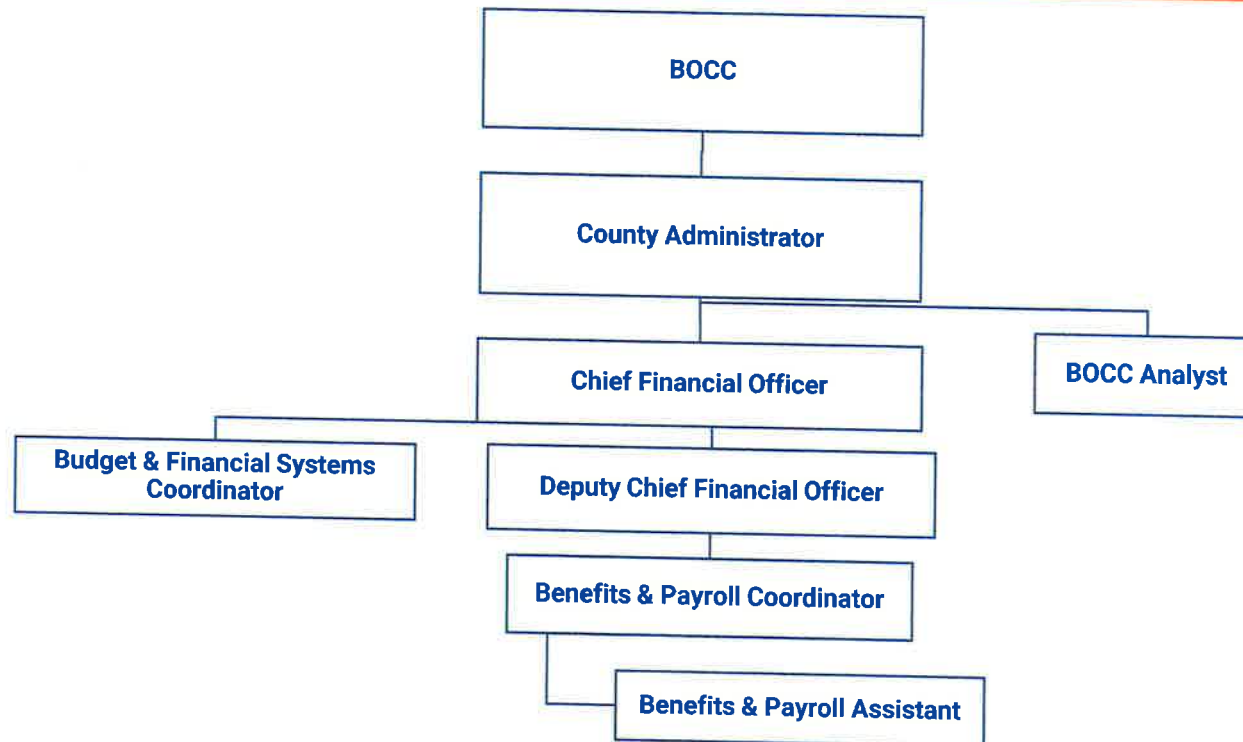
Finance Department

- Budget & Capital Planning
- Financial Reporting & Analysis
- BOCC Grant Support

- Financial Systems Administration
- Payroll & Benefits
- Annual Report & Audit (partner w/ Auditor's Office)



Organizational Structure of Finance Department



Finance Department Core Functions

- **Annual Budget**
- **5 Year Capital Projects Planning** (updated annually)
- **Financial Reporting & Analysis Support to County Administrator & BOCC**
 - Monthly tracking and reporting of financial results vs budget
 - Financial forecast updates based on emerging trends throughout the year
 - Preparation of ad hoc analysis as requested to measure financial impact of legislative changes, court rulings, grants, WSAC/NACO guidance, etc that support decision making process
- **Annual Report, Audit, and Accounting Preparation, Coordination and Review**
 - Leveraging experience/skill sets of Finance staff in partnership with the Auditor's Office staff
- **Payroll and Benefits Processing & Administration**
- **Administrative and Fiscal Oversight of several BOCC-managed departments/funds**
 - BOCC Operations, BOCC NonDepartmental, Lodging Tax, Veteran's Relief, Board of Equalization, Conservation Futures, Opportunity Fund, Indigent Defense, others



Finance Department Functions (continued)

- **Financial Systems Administration**

- EDEN accounting system
- Serve as Lead for Implementation of New Financial Systems planned in 2025-2027

- **BOCC Directed Grants Administration**

- COVID-Related Grants (CAREs, ARPA)--\$26 million
 - In collaboration with BOCC Analyst

- **Financial Analysis & Support for Committees, Department Projects & Junior Taxing Districts**

- **Committees Supported**--Lodging Tax, Conservation Futures, Affordable Housing, Revenue Advisory Committee, Opportunity Fund Advisory Board, Finance Committee
- **Department Project Support**--Labor Negotiations, Fee Schedule Updates, Joint Public Safety Facility, Dungeness Off Channel Reservoir, Broadband Infrastructure
- **DNR Timber Revenue** reporting and forecasting for County and Junior Taxing Districts
- **Other Special Projects** as assigned by the County Administrator & BOCC



QUESTIONS

