

**Incarceration Prevention and Reduction Task Force**  
**Steering Committee**  
**DRAFT Meeting Summary for December 14, 2017**

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**1. Call To Order**

Committee Chair Ken Mann called the meeting to order at 9:30 a.m. in the Health Department Lower Level Conference Room, 509 Girard Street, Bellingham.

Members Present: Jill Bernstein, Stephen Gockley, Jack Hovenier, Ken Mann, Tyler Schroeder, Anne Deacon, Chris Phillips

Members Absent: None

Review November 9, 2017 Meeting Summary

This item was not discussed.

**2. Review of Ordinance and the Task Force's responsibilities going forward**

Bernstein reported on her Phase III Report to the County Council and their feedback:

- Keep moving forward
- Be aware of the budgeting process
- Provide as much detail as possible in the IPRTF proposals and recommendations

The committee members the Task Force reports due annually in June and the timing with the County's budget process. The IPRTF should have its recommendations in place by May and put forward its report in time for the County Council's June budget retreat. Contracts can come forward anytime. Keep in mind who will write the Task Force's annual report. Create benchmarks for diversion programs.

**3. Update on January 8 Task Force meeting facilitator**

The committee reviewed the letter of agreement (LOA) and scope of work for Holly O'Neil and discussed the framework for sending out the survey and whether it should be restricted to just the Task Force members or also include a select group of stakeholders and/or the interested public.

The committee concurred to include in the LOA that an outcome from the retreat should be a ranked prioritization of possible Task Force and recommendations to create a work plan frame and focus areas for 2018.

Mann moved to send the survey only to Task Force members. The motion was not voted on.

Schroeder moved to distribute the survey to all the email list of interested citizens, Task Force members, and proxies with an explanation of the framework that the facilitator only calculates the survey information from the Task Force members to make decisions on priorities. Separate the survey responses from anyone not on the Task Force. The motion was seconded.

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The motion carried 4-3 with Deacon, Mann, and Bernstein opposed.

Committee members continued to discuss the possibility of a second meeting with the facilitator in February to review the Task Force structure, process, and governance.

**4. Task Force approval process for spending IPRTF funds**

The committee members reviewed the draft approval process for spending the \$100,000 Council allocated to the IPRTF for 2018 and concurred to:

- Amend the threshold in item 2, "...expenditures up to \$2,500 **\$5,000.**"
- Amend item 3 to specifically reference the County's purchasing policy in the County Code

**5. Other Business**

The committee members discussed the County Council representative on the Task Force in 2018, after Councilmember Mann leaves the Council and the Task Force members whose terms expire January 31; whether it's necessary to include a legal perspective from the Whatcom County court system on the Steering Committee as they take up pretrial risk assessment; major initiatives need to have a representative on the Steering Committee; and reevaluating the Steering Committee purpose as they consider Task Force structure, process, and governance.

The committee members agreed to schedule its next meeting at 9:30 - 11:00 a.m. on January 18, 2018 and cancel the Triage Facility Committee meeting at that time.

**6. Next Steps: Ideas & Further Information**

This item was not discussed.

**7. Public Comment**

There was no public comment.

**8. Adjourn**

The meeting adjourned at 12:00 p.m.



CROSSROADS  
CONSULTING

## Planning Session Summary Report

### WHATCOM COUNTY INCARCERATION PREVENTION AND REDUCTION TASK FORCE

January 2018

#### SUMMARY

On January 8<sup>th</sup>, 2018, the members of the Whatcom County Incarceration Prevention and Reduction Task Force conducted a Planning Session to explore which of the recommendations from the VERA report should be prioritized for consideration and possible implementation. The Session was further intended to lay the groundwork for developing an 18-month Action Plan.

#### PROCESS

The co-chairs of the Task Force, Jill Bernstein and Jack Hovenier, along with Council Member Ken Mann and Legislative Coordinator Jill Nixon worked with a local facilitator and strategic planning consultant, Holly O'Neil of Crossroads Consulting, to design and facilitate the planning process. The Task Force had recently submitted its *Phase III Report to Whatcom County Council* in December of 2017, and was poised to evaluate the *VERA Institute November 2017 Report to Whatcom County Stakeholders on Jail Reduction Strategies*.

To lay the groundwork for the session, the facilitator developed a survey to gather preliminary input on planning priorities. The first draft of the survey and the proposed agenda for the Planning Session was first presented at the December meeting of the Task Force. At that meeting and in the week that followed, Task Force Members provided the facilitator with feedback on the survey and the agenda, which the facilitator incorporated into the final design. The final planning survey was distributed via email to Task Force Members and a similar survey was distributed to a list of interested citizens. Eighteen (18) Task Force Members and seven (7) citizens responded, and the results from both surveys were provided to the Task Force in advance of the January 8<sup>th</sup> planning session.

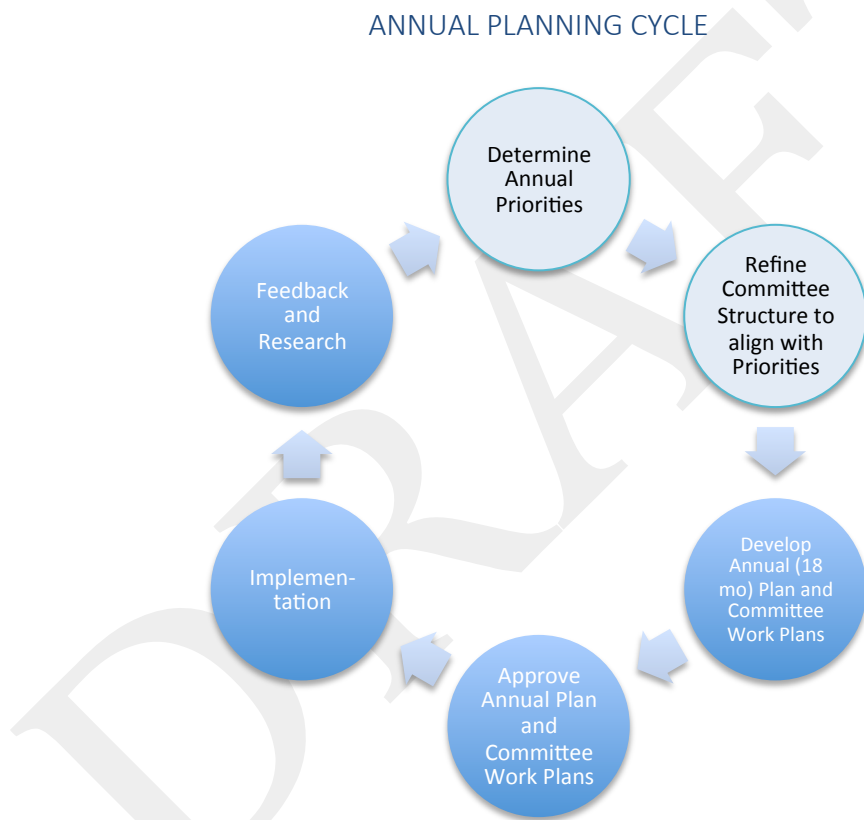
The pre-session Planning Survey was designed to:

1. Provide the three Committees with feedback on their current and proposed initiatives.
2. Assess and gather feedback on the recommendations of the VERA report.
3. Gather input on how to approach data gathering.
4. Solicit any additional feedback regarding interests and concerns.

The planning session was 3.5 hours long (see **AGENDA: Appendix A**). Due to the limited time,

the survey feedback on the Committee’s current and proposed initiatives was not discussed at the meeting, but was included in the packet as important context. It was understood that Committees would use that feedback, in addition to the work of this Planning Session, to develop and refine their proposed Work Plans for the year.

The session began with introductions of all participants and citizens who were observing the process. The facilitator then provided guidelines for how the group would build consensus while openly exploring differences of opinion. The facilitator also provided a simple framework for understanding how today’s work would conceptually be incorporated into an annual planning cycle. The work of this planning session (as indicated in the light-blue circles) would provide the Steering Committee with the information needed to develop an 18 month Action Plan for approval at an upcoming regular meeting, working in close communication with the Committees.



The Task Force reviewed their statement of purpose, as per County Ordinance **ORD2015-025**

TO PROVIDE RECOMMENDATIONS, OVERSIGHT, AND SPECIFIC TIMEFRAMES ON THE DEVELOPMENT OF NEW OR ENHANCEMENT OF EXISTING PROGRAMS DESIGNED ALONG A CONTINUUM THAT EFFECTIVELY REDUCES INCARCERATION OF INDIVIDUALS STRUGGLING WITH MENTAL ILLNESS AND CHEMICAL DEPENDENCY AND MINIMIZES JAIL UTILIZATION BY PRETRIAL DEFENDANTS WHO CAN SAFELY BE RELEASED

The facilitator then presented the Survey Results (Appendix B), showing which of the VERA recommended strategies were ranked as being most important. Scores from the Task Force Members' and the citizens' ranking were shown to have no significant differences. VERA recommendations that ranked above 4.0 in the survey were offered to the group as an initial set of strategies for discussion purposes.

The "REAL-WIN-WORTH" methodology was used as a framework for discussion, with our discussion starting at the bottom of the pyramid, and ending the day at the top.

**Real** – Are we actually going to be able to do it, and how?

**Win** – Is it feasible, is it likely to succeed, is there synergy and opportunity?

**Worth** – Is it important? Do you think it will make a difference?



Working in small groups of 2-3 participants, Task Force Members and Proxies discussed the survey results and identified any additional strategies that should be considered beyond the initial set. Participants also identified any concerns or refinements of the recommended strategies, based on their perception of whether the strategy would be a "Win" for our community. The group also noted that in some cases, these strategies would be pursued entirely as the development of recommendations, and were not anticipated to be appropriate for additional action by the Task Force.

As the small groups reported out, additions and changes were captured on sticky notes and categorized relative to the five goal categories in the VERA Report. An "Other" category was used to capture other ideas or comments that were important to note.

After developing a more complete picture of the strategies participants felt were important to include in long term planning, participants used **green sticky dots** to indicate which strategies they thought should be prioritized for consideration or action in the next 18 months (across all goal areas). Additionally, if any participants had remaining concerns about the strategies, they were invited to use **yellow sticky dots**, with their initials, so that any lingering concerns could be addressed as needed after the session. Lastly, if people had interest in working on a particular strategy, they put their name on a sticky note and attached it to that strategy.

To complete the process, the Committee Chairs were invited to the front of the room to select those strategies that would naturally fall into their Committee's purview. The group then discussed how to address the remaining prioritized strategies, which did not naturally fall within the purview of a Standing Committee, and how the committee structure of the Task Force could be adjusted to support that work. Lastly, topics for future discussion were identified.

## RESULTS

The tables reflect the prioritized long-term and short-term (18 month) strategies identified by the participants. Strategies were organized according to the three Standing Committees, with a final grouping of strategies related to data gathering, oversight, and accountability. Lastly, the final table reflects topics that members identified for future discussion topics.

Law and Justice Committee			
Strategy	Green Dots	Yellow Dots	Interested Parties
Adopt and validate a data-driven pretrial risk assessment system	13		Angela Anderson Deborah Garrett Jill Bernstein Stephen Gockley Dave McEachran (or designee)
Establish Regional Pre-trial monitoring services program to serve all Whatcom County Courts	13	KL	Angela Anderson Stephen Gockley Deborah Garrett RK
Implement policies and procedures that will reduce number of bench warrants issued for FTAs	4		
Expand book and release practices, including from police stations (addition: expand concept to include pre-arrest diversion)	2	DH	
Increase opportunities for people to resolve outstanding warrants	2		RK
Develop mechanisms to prevent jail admissions for violations of probation/parole	2		
Facilitate opportunities for individuals to pay off fines assoc. with moving violations	1		
(NEW) Use EHM to facilitate improvements in Whatcom County	1		
Explore how EH and EHM can reduce bench warrants for FTAs	1	KL	
Analyze warrant data to understand the scope of the problem to target responses appropriately (also include in data considerations)	0		

Behavioral Health Committee			
Strategy	Green Dots	Yellow Dots	Interested Parties
Equip law enforcement officers with tools to de-escalate and divert people experiencing behavioral health crises	11		Ann Deacon Bill Elfo
Pursue opportunities to coordinate care between county agencies	9		Dan Hammill Anne Deacon Chris Phillips
Improve Data Collection System (addition: verify data on number of people in jail who seek out or are referred to Behavioral Health Services)	3	JG	

Triage Center Committee			
Strategy	Green Dots	Yellow Dots	Interested Parties
Explore sobering services in the Triage Committee as part of the Triage Services	2	DH AD	Jack Hovenier RK

Strategies related to DATA GATHERING, OVERSIGHT, and ACCOUNTABILITY			
Strategy	Green Dots	Yellow Dots	Interested Parties
Report and publish data regularly to ensure transparency and accountability	6	TS	Tyler Schroeder (Courts and Jails) Deborah Garrett (comment - yes if applied to all court processes)
Develop and track case processing performance measures	4	RK	
Work to secure and develop data to understand case flow processing ( <i>amended from original text: "develop a collaborative plan to ensure efficient and fair caseload management"</i> )		JG	
Addition: Look at new ways to make data informed bail decisions (as per VERA Goal "Reduce unnecessary pretrial detention...")			
Addition: Remove select low-level offenses from municipal code (as per VERA Goal "Reduces unnecessary admissions to the jail")			
Addition: Consumer Focus Groups and exit interview with those involved in justice system, to include their input in a system mapping and strategic planning, and include discussion of opportunities to apply restorative justice (as per VERA Goal "Create oversight and accountability mechanisms to ensure successful and sustained jail population reduction")		TS SG	Joy Gilfillen

FUTURE DISCUSSIONS (for the Steering Committee to add to Task Force Agendas, or identify other mechanism for future exploration of the topic)			
TOPIC	Green Dots	Yellow Dots	Interested Parties
Restorative Justice			
When, where, and how people are transported to jails in nearby counties		BE	Bill Elfo
Who do we need/want to have in our jails?		SG	
How changes in Behavioral Health and Medical Systems may affect our community			
Task Force proxy system and representation on TF committees			

## CONCLUSIONS AND NEXT STEPS

The group came to agreement that the strategies related to whole system DATA GATHERING, OVERSIGHT, and ACCOUNTABILITY needed to be advanced by the formation of another committee or some other type of workgroup, or possibly workgroups.

The Steering Committee was charged with the responsibility of developing a recommendation for the Task Force for how to proceed. In developing a recommendation, the Steering Committee will consult with key informants familiar with current data collection activities. Tyler Shroeder offered to help lead this effort, with Joy Gilfillen and Irene Morgan expressed strong interest in assisting.

The group thanked Ken Mann for his service, and the Co-chairs and facilitator for organizing the planning session. Next steps will include:

- ✓ Facilitator will prepare Report from today's session
- ✓ Steering Committee will use this Report to prepare an 18 month Plan for approval at February Meeting, in close communication with Committees.
- ✓ Committees will refine their work plans and bring back to Task Force for approval Mar/April



# APPENDIX A

## WHATCOM COUNTY IPR TASK FORCE PLANNING SESSION

January 8, 2018

County Courthouse Fifth Floor Conf. Rooms 513/514, 311 Grand Avenue, Bellingham, WA

### Desired Outcomes:

- ❖ To explore which of the recommendations from the VERA report are the highest priorities for the Whatcom County Incarceration Prevention and Reduction Task Force, and lay the ground work for developing an 18 month Action Plan.

### AGENDA

- 8:45 am**      **Arrival; coffee and tea (15 min)**
- 9:00 am**      **Introductions, Desired Outcomes, Agenda, Guidelines for Participation (20 min)**
- 9:20 am**      **Overview of the Planning Process (10 min)**  
Purpose: Facilitator will provide an overview of the planning cycle and how today's work will be incorporated.
- 9:30 am**      **Review and Evaluate Findings from Planning Survey (60 min)**  
Purpose: Explore areas of common ground and differences of opinion regarding the Vera Report recommendations, and assess feasibility of preferred options.
- 10:30 am**      **Break (15 min)**
- 10:45 am**      **Identify Priorities for IPR Task Force (80 min)**  
Purpose: Seek agreement on long-term and short-term priorities and identify Task Force members' areas of interest.
- 12:05 am**      **Review Next Steps and Wrap Up (10 min)**  
Purpose: Review next steps:
- ✓ Facilitator will prepare Report from today's session
  - ✓ Steering Committee will use Report to prepare an 18 month Plan for approval at February Meeting
  - ✓ Committees will refine their work plans and bring back to Task Force for approval Mar/April
- 12:15 pm**      **Public Comment (15 min)**
- 12:30 pm**      **Closing**

SPONSORED BY: \_\_\_\_\_  
PROPOSED BY: \_\_\_\_\_  
INTRODUCTION DATE: July 21, 2015

ORDINANCE 2015-037

**ORDINANCE AMENDING ORD2015-025, WHICH CREATED A WHATCOM COUNTY INCARCERATION PREVENTION AND REDUCTION TASK FORCE INTENDED TO PROVIDE RECOMMENDATIONS, OVERSIGHT, AND SPECIFIC TIMEFRAMES ON THE DEVELOPMENT OF NEW, OR ENHANCEMENT OF EXISTING, PROGRAMS DESIGNED ALONG A CONTINUUM THAT EFFECTIVELY REDUCES INCARCERATION OF INDIVIDUALS STRUGGLING WITH MENTAL ILLNESS AND CHEMICAL DEPENDENCY, AND MINIMIZES JAIL UTILIZATION BY PRETRIAL DEFENDANTS WHO CAN SAFELY BE RELEASED**

**WHEREAS**, in 2012 the Jail Planning Task Force recommended that space be found for a behavioral health triage facility with sufficient capacity and capability to offer pre-booking diversion from jail; and

**WHEREAS**, the proposed countywide jail is currently designed to include needed space for expanded medical and mental health program space in that facility; and

**WHEREAS**, the Whatcom County Health Department has been planning toward an expanded and new crisis triage facility to provide an alternative to the jail or the hospital emergency room; and

**WHEREAS**, the Whatcom County Council and Whatcom County Executive are committed to these facilities and programs related to behavioral health issues and share the commitment to reduce jail populations and reduce recidivism through jail alternative programs and the County has the financial capacity and is committed to providing the capital and operating funds necessary for a new or expanded crisis triage center; and

**WHEREAS**, the County currently provides behavioral health programs funded through the Behavioral Health Tax, at approximately \$4.1 million annually, which include a continuum of behavioral health services designed to reduce criminal justice involvement of people struggling with mental illness and chemical dependency and has earmarked \$3 million in Behavioral Health Tax revenue reserves for the expansion and/or relocation of a new triage center; and

**WHEREAS**, the County currently owns and operates a behavioral health crisis triage center and Interim Work Center on Division Street in Bellingham, which property the County may sell or transfer or repurpose for behavioral health uses, when the new countywide jail is completed and the County has agreed and ordained that if that property is sold or transferred, the resulting value and proceeds from the transaction will be applied by the County to facilities and programs that support the goals of treating and diverting individuals with behavioral health problems from the criminal justice system, such as a new or expanded multi-purpose triage center; and

**WHEREAS**, these behavioral health facilities and programs are designed to achieve the following policy goals, 1) a reduction of the number of mentally ill and chemically dependent people using costly interventions like jail, emergency rooms, and hospitals; 2) a reduction of the number of people who recycle through the jail, returning repeatedly as a result of their mental illness or chemical dependency; 3) a reduction of the incidence and severity of chemical dependency and mental and emotional disorders in youth and adults; and 4) diversion of mentally ill and chemically dependent youth and adults from initial or further justice system involvement; and

**WHEREAS**, the County's costs for current criminal justice and incarceration programs continue to rise every year; mental illness and chemical dependency problems have a significant impact on the utilization of these very expensive services; and successful diversion programs should result in substantial long term savings to the criminal justice system; and

**WHEREAS**, the County intends to construct and operate a new or expanded multi-purpose diversion crisis triage center and intends to reduce long-term jail populations and reduce recidivism, by providing safe and effective medical, mental health and substance abuse services to individuals in need of such services.

**NOW, THEREFORE, BE IT ORDAINED** by the Whatcom County Council that the recently established County Code Chapter 2.46 is hereby amended as outlined in **Exhibit A** to this ordinance and as reflected in redline throughout this document.

**BE IT FURTHER ORDAINED** that the initial tasks to be accomplished by the Task Force are as follows:

- A. Develop plans for a new or expanded crisis triage center for individuals struggling with mental illness and chemical dependency, including:
1. Substantive programming to be included and auxiliary services that would increase efficiency and effectiveness
  2. Location and space needs criteria
  3. Funding sources and recommendations for both construction and operations
  4. Specific timeframes for decision-making and completion
  5. Documentation of assumptions used to project the effectiveness and costs
  6. Provide recommendations to the County for enhancements of alternative services in the existing facility prior to the expansion or relocation of the facility.
- B. Development recommendations for new, or enhancement of existing, programs designed along a continuum that effectively reduces incarceration of individuals struggling with mental illness and chemical dependency.

**BE IT FURTHER ORDAINED** that the initial work of the Task Force for the above tasks shall be accomplished and reported to the County Council in the following phases:

**PHASE I** - Review current practices and assigned resources, (facilities, programs, funding sources), and develop goals for new or modified programs, and projected operational objectives. Determine licensing requirements and program components. Provide general information on expenditures and sustainable revenue projections. Deliver the initial Phase 1 report by January 10, 2016.

**PHASE II** - As service facilities are identified in Phase I- develop facility specifications, identify possible facility options (either new or existing locations), analyze and recommend 1 or 2 options with projected short and medium term costs. Deliver the initial Phase 2 reports as completed, but no later than November 1, 2016.

**PHASE III** - Develop specific operational plans and budgets leading to implementation of appropriate crisis intervention, triage services and incarceration prevention and reduction programs. Include details on schedules, assignment of responsibilities, projected outcomes anticipated, possible cost allocations between the County and the cities, and a basic business plan for each selected initiative. Deliver the initial Phase 3 report with sufficient details to proceed with construction and programming of a new or expanded crisis triage center no later than March 2017.

**BE IT FURTHER ORDAINED** that the County Council, with the full support of the County Administration, will implement a continuum of alternatives to incarceration and jail diversion programs with the following expectations and commitments of assistance for the Incarceration Prevention and Reduction Task Force, which will be provided without cost to the Signator Cities of the Jail Facility Use Agreement authorized by the Whatcom County Council on July 7<sup>th</sup>, 2015:

- Complete a preliminary plan for the new or expanded crisis triage center and alternatives to incarceration and diversion programs and provide quarterly reports to the Council and Administration on Task Force progress.
- Review national best practices for the before mentioned objectives and establish benchmarking of the County's performance against same.

- Complete detailed planning sufficient to proceed with construction and programming of a new or expanded crisis triage center to start no later than March 2017.
- Fund the support activities of the Task Force, including a robust and detailed planning process for the new or expanded crisis triage center and other recommended diversion programs. Initial funding for 2015 will be \$75,000.
- Identify opportunities to acquire governmental and non-governmental funding to support financing for the construction and operation of the new crisis triage center.
- Commit to opening the new crisis triage center no later than the scheduled opening of the new countywide jail.
- Expand, as soon as reasonably possible, available alternatives to incarceration such as probation services, subsidized home monitoring, crisis intervention teams, intensive case management, and other available programs as recommended by the Task Force and approved by the County Council by November 2016, using existing funds and potential new funds as determined available by the County Council after passage of a sales tax ballot measure.
- Negotiate interlocal agreements to provide services to the cities consistent with this ordinance if necessary.
- Include, as part of the 2016-2017 budget, funds to focus on incarceration prevention and reduction programs, and work with the Task Force.

APPROVED this 4th day of August, 2015

ATTEST:

Dana Brown-Davis,  
Clerk of the Council

APPROVED AS TO FORM:

Civil Deputy Prosecutor

WHATCOM COUNTY COUNCIL  
WHATCOM COUNTY, WASHINGTON

Carl Weimer,  
Council Chair

WHATCOM COUNTY EXECUTIVE  
WHATCOM COUNTY, WASHINGTON

Jack Louws, County Executive

(X) Approved ( ) Denied

Date Signed: 8/10/15

## EXHIBIT A

### Chapter 2.46

#### INCARCERATION PREVENTION AND REDUCTION TASK FORCE

**Sections:**

- 2.46.010**     **Established.**
- 2.46.020**     **Purpose.**
- 2.46.030**     **Function.**
- 2.46.040**     **Permanent Members.**
- 2.46.050**     **Additional Appointed Members.**
- 2.46.060**     **Term of Office.**
- 2.46.070**     **Organization – Meetings.**
- 2.46.080**     **Staff and Funding Support.**
- 2.46.090**     **Reporting.**

**2.46.010**     **Established.**

There is hereby established a Whatcom County Incarceration Prevention and Reduction Task Force.

**2.46.020**     **Purpose.**

The purpose of the Incarceration Prevention and Reduction Task Force is to continually review Whatcom County's criminal justice and behavioral health programs and make specific recommendations to safely and effectively reduce incarceration of individuals struggling with mental illness and chemical dependency, and minimize jail utilization by pretrial defendants who can safely be released.

**2.46.030**     **Function.**

The Task Force will consider national best practices and report on and make recommendations to the County Council, Executive, and other appropriate officials regarding:

- A. The construction and operation of a new or expanded multi-purpose crisis triage facility to assist with jail and hospital diversion of individuals struggling with mental illness and chemical dependency;
- B. Development of new, or enhancement of existing, programs designed along a continuum that effectively reduces incarceration of individuals struggling with mental illness and chemical dependency;
- C. Effective pretrial service programs that assure that defendants appear for court proceedings while minimizing jail utilization by defendants who can safely be released;
- D. Necessary and effective programs and services that can assist offenders with successful transition from both the jail and triage center back to the community to reduce rates of recidivism and improve public health and safety;
- E. The ongoing staff support and funding for the Task Force;
- F. Review of the diversion programs of the County and all cities, and establishment of benchmarks to measure the effectiveness of the programs in reducing incarceration.

**2.46.040**     **Permanent Members.**

The Incarceration Prevention and Reduction Task Force shall include the following 13 designated officials or their representative:

- A. One Member of the Whatcom County Council;
- B. Whatcom County Executive;
- C. Whatcom County Sheriff;

- D. Whatcom County Prosecuting Attorney;
- E. Whatcom County Public Defender Director;
- F. One Representative from the Whatcom County Superior Court or District Court;
- G. One Representative of the Bellingham City Attorney or Municipal Court or Police;
- H. One Representative from the Bellingham City Council
- I. City of Bellingham Mayor or designee;
- J. One Representative from the small cities designated by the Small Cities Caucus;
- K. One tribal representative from either the Lummi Nation or the Nooksack Tribe;
- L. One representative from the Whatcom County Health Department Human Services;
- M. North Sound Mental Health Administration Executive Director.

**2.46.050 Additional Appointed Members.**

In addition to the officials designated above the Incarceration Prevention and Reduction Task Force shall include the following 11 members appointed by the Whatcom County Council:

- A. Whatcom Alliance for Health Advancement (WAHA) representative;
- B. Peace Health St. Joseph's Medical Center representative;
- C. Community Health Center representative;
- D. Emergency Medical Services (EMS) representative;
- E. Representatives from a Community Action Agency, a Mental Health Provider, Substance Abuse Treatment Provider (3);
- F. Consumer of Services or Family Member of Consumer (2);
- G. Concerned Citizens (2).

**2.46.060 Terms of office for appointed members.**

The term of office for appointed members shall be four years; provided that the terms of those first appointed shall be staggered so that five will be appointed for two years, and six will be appointed for four years. Appointment of members shall comply with Chapter 2.03 WCC.

**2.46.070 Organization – Meetings.**

- A. Meetings of the task force shall be open and accessible to the public and shall be subject to the Open Public Meetings Act.
- B. At every meeting, the task force will schedule an open session to take public comment.
- C. Written records of meetings, resolutions, research, findings and recommendations shall be kept and such records shall be submitted to county staff and shall be made public, including posting on the county website.
- D. The task force shall adopt its own rules and procedures for the conduct of business.
- E. The task force shall elect a chairperson from among its members who shall preside at its meetings.
- F. The task force shall determine its meeting schedule and agenda, but shall meet at least quarterly.
- G. The task force may form and appoint ad hoc committees to work on specific issues, so long as at least two committee members are also members of each ad hoc committee.

**2.46.080 Staff and Funding Support.**

The Task Force will have full support from the Council, the County Executive's Office, Health Department staff, and locally delivered paid consultant assistance to conduct and complete its tasks in an efficient and effective manner.

**2.46.090 Reporting.**

At least annually, no later than June 30 of each year, the Task Force will provide a report and recommendations to the County Council and Executive on outcomes of existing incarceration prevention and reduction programs throughout Whatcom County, new innovative programs being used in other communities, and recommendations for changes or additional programs.

PROPOSED BY: \_\_\_\_\_  
INTRODUCTION DATE: 1/10/2017

ORDINANCE 2017- 004

**ORDINANCE AMENDING ORDINANCE 2015-037, WHICH AMENDED ORDINANCE 2015-025 (ESTABLISHMENT OF THE WHATCOM COUNTY INCARCERATION PREVENTION AND REDUCTION TASK FORCE) TO EXTEND DUE DATES FOR DELIVERY OF THE INITIAL AND FINAL PHASE III REPORTS**

**WHEREAS**, since 2015, the Incarceration Prevention and Reduction Task Force (the Task Force) and three subcommittees have met monthly; and

**WHEREAS**, in January of 2016, the Task Force delivered its Phase I report to the Whatcom County Council; and

**WHEREAS**, in October of 2016, the Task Force delivered its Phase II report; and

**WHEREAS**, both reports were well developed and provided excellent information and proposals to reduce and prevent incarceration in Whatcom County; and

**WHEREAS**, the authorizing legislation instructed the Task Force to deliver its Phase III report in March of 2017; and


**WHEREAS**, completion of the Phase III report is dependent on not only the efforts of the Task Force, but also support from Whatcom County staff and expertise from outside consultants; and

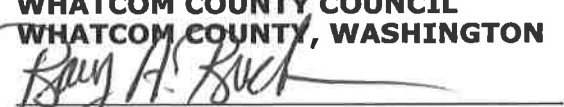
**WHEREAS**, the County Council recognizes that additional time is needed to properly complete the work assigned in the report, including specific operational plans for implementation of appropriate crisis intervention, triage services and incarceration and reduction programs.


**NOW, THEREFORE, BE IT ORDAINED** by the Whatcom County Council that the Task Force will deliver the initial Phase III report with sufficient details to proceed with construction and programming of a new or expanded crisis triage center no later than July 11, 2017.

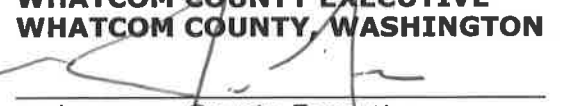
**BE IT FINALLY ORDAINED** that the Task Force will deliver the final Phase III report no later than December 5, 2017.

APPROVED this 24th day of January, 2017.

ATTEST:  
  
Dana Brown-Davis,  
Clerk of the Council

WHATCOM COUNTY COUNCIL  
WHATCOM COUNTY, WASHINGTON  
  
Barry Buchanan  
Council Chair

APPROVED AS TO FORM:  
  
Civil Deputy Prosecutor

WHATCOM COUNTY EXECUTIVE  
WHATCOM COUNTY, WASHINGTON  
  
Jack Louws, County Executive

(  ) Approved ( ) Denied  
Date Signed: 1/26/17