



## Minutes

Washington Fish & Wildlife Commission  
Workshop  
**July 12-13, 2021**  
Cedarbrook Lodge  
SeaTac, Washington

### Attendance

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Commission:

Larry Carpenter, Chair  
Barbara Baker, Vice Chair  
Don McIsaac  
Fred Koontz  
Lorna Smith  
Molly Linville  
Kim Thorburn  
James R. Anderson

Department Staff:

Amy Windrope, Deputy Director  
Kelly Susewind, Director  
Joe Panesko, AGO

Commission Staff:

Nikki Kloepfer

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### Monday, July 12, 2021

Chair Carpenter called the meeting to order at 8:25 a.m.

Day 1: 8:30 am – 5 pm

Chair Carpenter, Vice Chair Baker, Amy Windrope, Deputy Director and Kelly Susewind, Director provided opening remarks.

Amy Windrope, Deputy Director provided a team development activity “four quadrants” and the Commissioners opening answered the following questions: What conversation do you most want to have today? What worry are you carrying into this meeting? How will you feel at the end of this retreat if we have been successful? What do you appreciate about being on the Commission?

Amy Windrope facilitated the discussion for the meeting process. Which includes a consensus spectrum and options for next steps with the procedures and guidance that may include a final vote.

Next steps options may include:

- Finishing the update to the procedures and take a vote.
- Create an ad hoc committee 2-3 meetings, bring to Commission for final approval.
- Have the Executive committee finish revisions and bring to Commission for final approval.
- Have an agenda item on an upcoming Commission agenda.

Joe Panesko and Amy Windrope facilitated a discussion of the Commission procedures and guidance. The Commission agreed on the prioritization and shared points of discussion.

Amy Windrope facilitated a conversation about venues Post Covid and the remaining 2021 schedule.

The Commission discussed a variety of options. They all agreed they still want 4 offsite meetings a year.

Chair Carpenter recessed the workshop at 5:00 p.m.

## **Day Two 8am – 1:30pm**

Chair Carpenter called the meeting to order at 8:00 a.m.

Kelly Susewind facilitated the morning check in and asked for any reflections on yesterday and if there were any needs for the day.

The Commissioners continued to discuss the procedures and guidance committees, staff reviews, and correspondence.

**ACTION:** During meeting debriefs staff will recap perceived actions for Commission consensus.

**ACTION:** The draft modifications to the procedures were made as shown on the accompanied draft.

**ACTION:** The Commission discussed next steps for completion of Rules of Procedure. They agreed with the changes that have been made thus far and asked that Joe Panesko and Amy Windrope address the remaining items on the list and provide the Commission a draft for review. Joe will reformat the document. After Commissioners have had time to review it will come to the full Commission for approval in August or September, depending on the time for full Commissioner review of an advanced clean draft. The intent is to finalize a full completed document before October.

**ACTION:** Committee definition for the Habitat, Wildlife, and Executive Committee need further clarity and will be addressed in September. In the meantime, staff will update staff changes and dated verbiage.

**ACTION:** The Commissioners discussed the Chair/Vice Chair election timing and by majority vote decided to have elections at the December meeting.

Future or outstanding conversations will include:

- Deep dive into 1DFW – have staff reach out to Commissioners more, talk more about what that means, don't call people out, respect strengthens the team.
- Language matters
- For complex issues there needs to be better tracking of progress and rationale
- Survey results – what they mean to a decision
- Committee matrix review
- Capture agenda process and Executive Committee
- Template response

The Commission discussed science and policy over lunch.

Vice Chair Baker adjourned the meeting at 1:30 p.m.

# WASHINGTON FISH AND WILDLIFE COMMISSION

## RULES OF PROCEDURE

*Established 1997; Updated December 2013*

### **APPOINTMENTS, TERMS, AND QUALIFICATIONS:**

The Washington Fish and Wildlife Commission is comprised of nine members serving six-year terms. Members are appointed by the Governor and confirmed by the Senate. Three members must reside east of the summit of the Cascade Mountains, three must reside west of the summit, and three may reside anywhere in the state. No two Commissioners may reside in the same county. (RCW 77.04.030)

Persons eligible for appointment as members of the Commission shall have general knowledge of the habits and distribution of fish and wildlife and shall not hold another state, county, or municipal elective or appointive office. (RCW 77.04.040)

### **ELECTION OF CHAIR AND VICE CHAIR:**

~~At a meeting in each odd-numbered year, the Commission~~ ~~at a meeting in each odd-numbered year~~ shall elect one of its members as chair~~man~~ and another member as vice chair~~man~~, each of whom shall serve for a term of two years or until a successor is elected and qualified. (RCW 77.04.060)

### **QUORUM:**

Five members constitute a quorum for the transaction of business and to adopt permanent rules and amendments to or repeals of existing rules. (RCWs 77.04.060 and 77.04.090)

### **RESPONSIBILITIES:**

1. **Fish and Wildlife Commission:** (RCW 77.04.055)  
The Commission is the policy-setting arm of the Department of Fish and Wildlife and is the official access point of constituents for influencing policy. In addition, the Commission shall:
  - a. Establish policies to achieve the statutory mandate of the Department and the Commission.
  - a.b. Determine goals and objectives for the Department that ~~relate~~ implement the policies.
  - b. Review the Department's performance in implementing the policies.
  - c. Have final approval authority for the Department's budget proposals.
  - d. Establish time, place, manner and methods for fishing, hunting, and trapping of ~~all~~ fish and wildlife in Washington.
  - e. Appoint the Director for the Department and the Commission Executive Assistant.

- f. ~~Provide-Approve~~ a work plan annually for the Director.
- g. Meet annually with the Governor to review the performance of the Department in its mandate to preserve, protect, and perpetuate fish, wildlife, and their habitats.
- h. Determine what fish, shellfish, and wildlife will be classified.
- l. Work with the legislature and Governor's Office to influence legislation necessary for Department business.
- j. Have final approval authority for tribal, international, interstate, and any other Department agreements relating to fish and wildlife.
- k. Serve as the forum for public involvement on ~~all~~ fish and wildlife issues.
- l. Approve ~~all~~ land acquisitions and sales of surplus property.
- m. Adopt rules to implement the state's fish and wildlife laws.
- n. Delegate to the Director any of the powers and duties vested in the Commission as the Commission sees fit.

## 2. **Commission Chair**

The Commission Chair shall:

- a. Serve as official spokesperson for the Commission.
- b. Conduct ~~all~~ official meetings and conferences ~~calls~~ of the Commission, unless delegated to the Vice Chair or another Commissioner.
- c. Determine the placement of items on ~~all~~ agendas and approve final agendas.
- d. Supervise Commission staff and review performance.
- e. ~~Make final determination of issues brought before the Commission during the course of deliberations.~~
- f.e. Direct the Commission staff in regard to decisions of the Commission.
- g.f. Have approval authority for out-of-state travel of the Director.
- h.g. Be responsible for the general conduct of ~~all~~ Commission meetings.
- h. Approve news releases regarding Commission meetings.
- i. Ensure that the Commission Executive Assistant provides advance public notice of Commission meetings, including distribution of agendas and meeting materials.

Commented [PJ(1)]: Deleted. Redundant with Parliamentary Section 7, last bullet, "The Chair will announce the results of the vote."

## 3. **Commission Vice Chair**

The Commission Vice Chair shall:

- a. Carry out ~~the~~ responsibilities of the Commission Chair in his/her absence.

~~b-c.~~ Function as resident expert in implementing procedures adopted by the Commission (commonly referred to as parliamentarian).

c. ~~Ensure completion of Commission requests.~~

#### 4. Commission Members

Commission members shall:

a. ~~At a meeting in each odd-numbered year, elect one of its members as Commission Chair and another member as Commission Vice Chair. (RCW 77.04.060)~~

b. Attend ~~all Commission meetings, work sessions, and conference calls.~~

~~e-d.~~ Keep up to date on ~~all~~ issues, legislative activities, and statutes affecting the Commission.

~~d-e.~~ Be familiar with and operate within governing statutes and state and federal laws.

~~e-f.~~ Observe state ethics laws and complete ethics training.

~~f-g.~~ Select an Acting Commission Chair if Commission Chair and Vice Chair are not available.

~~h.~~ Inform the Commission Executive Assistant if they will not be attending meetings, ~~work sessions, and conference calls.~~

~~g-i.~~ ~~Apprise~~ Inform the Commission Executive Assistant of any relevant Commissioner activities.

~~h-j.~~ Provide Commission members with a summary of any meetings attended as a representative of the Commission.

~~k.~~ Access their e-mail system regularly and respond to messages expediently. ~~With emails:~~

~~a. Include the Commission Executive Assistant in the distribution of messages to the Commission.~~

~~b. Forward copies of all Commission business related e-mail messages to the Commission office for recordkeeping purposes.~~

~~c. Not send comments regarding policy direction/development to more than three other Commissioners (in keeping with the Open Public Meetings Act)~~

~~i-l.~~ Each month complete a Monthly Report of Expenses and submit to the Commission Executive Assistant ~~no later than the 25<sup>th</sup> of the month during which travel occurred.~~

Commented [PJ(2)]: Have condensed all references throughout to just "meetings" to cover all gatherings, however framed. Only in one place regarding public comment is there a reference to "full commission meetings" intending the two-day meetings.

Commented [PJ(3)]: This is reducing language that is being removed from "when working with Commission staff" subsection language under Operating principles #3.

Commented [PJ(4)]: All reimbursement/expenses language is going to be pulled out of this procedures document.

#### **OPERATING PRINCIPLES:**

Through principles of operation, the Commission is striving to provide the best possible environment conducive to fulfilling the Department of Fish and Wildlife's mission and goals.

1. Commission members shall:

~~1.~~

- a. Be clear when speaking for the Commission versus as an individual; present only the results of formal decisions (e.g., where five or more Commissioners have agreed) as official Commission positions.
- b. Work collaboratively with other Commission members and Department staff on decision-making.
- c. Be respectful of other Commission members.
- d. Establish sound working relationships with other Commission members.
- e. Be a customer using and observing the opportunities the Department affords the public.
- f. Be responsible about where work is best done, i.e., issues pertaining to a specific ~~sub-group~~committee shall be given to the ~~sub-group~~committee chair.
- g. Maintain ~~confidence about all matters~~confidentiality of Commission executive business.
- h. Keep focused on big decisions and issues (big picture).
- i. Represent all citizens of the state (who own the resource), not constituents from a particular area or special interest.
- j. Serve actively on Commission ~~sub-groups~~committees.
- k. Keep other Commission members informed on individual activities of Commission business.
- l. Not engage in any activity which gives rise to a conflict of interest or appearance of conflict of interest as a Commission member.
- m. Expediently respond to requests and messages from Commission members and ~~the~~ Commission ~~staff~~Executive Assistant regarding Commission business.
- n. Provide Executive Assistant with comments and suggestions on results of Department presentations, meetings, etc., in a timely manner.

2. Meeting schedule and agendas

Before January of each year, the Commission must publish its annual meeting schedule for regular meetings with the Washington State Register. (RCW 42.30.075). Changes to the regular meeting schedule must be published in the Register twenty days in advance of the date. The Executive Assistant shall keep a running draft agenda for each of the regularly scheduled meetings ("Year at a Glance" calendar). The Commission shall include a review the agenda items for their next meeting in the current meeting agenda, as well as a review of future agenda items.

2. During Commission meetings ~~and conference calls~~, Commission members shall:
  - a. Utilize good meeting management techniques.
  - b. Refrain from using the meeting to further a personal agenda.
  - c. ~~Attend all Commission meetings and conference calls.~~
  - d. Work from existing policy and through revision of policy to make decisions and provide direction.
  - e. Submit any requests for a Commission action or agenda item to the Commission staff-Executive Assistant at least one month prior to a scheduled meeting.
  - f. Utilize breaks for conducting other business.
  - g. Keep business and conversation to the agenda item at hand, including intervening if process gets off track.
  - h. Speak in turn when acknowledged by the Chair.
  - i. Refrain from directing questions to individual staff members unless directed by lead staff person.
  - j. Keep dialog with Department staff cooperative rather than adversarial.

~~3. When working with Commission staff, Commission members shall:~~

- ~~a. Keep Commission staff involved in Commission activities.~~
- ~~b. Include Commission staff on e-mail messages.~~

4. When working with Department staff, Commission members shall:

- a. Respect the Director's authority in matters of authority and matters delegated by the Commission.
- b. Make requests for individual staff to attend meetings through the Director.
- c. Respect workloads of Department staff when making requests for support or assistance for information.
- d. Refrain from intervening in the operations of the Department, administrative issues, or internal Department matters except through official Commission action.
- e. Encourage staff members to use existing internal channels for decision-making, not individual Commission members.
- f. Commission Requests for information from Department staff
  - a. Simple questions: easy questions (requiring 15 minutes or less of staff time) should simply be asked and answered by staff.
  - b. Complex questions that require more than 15 minutes of staff time should be requested through a program or regional director.
  - c. Any request requiring substantial reallocation of staff time and

resources or that entails program changes and project directions should be submitted on a Commission Request to the Department Form (appendix ##) and be approved by the full Commission. Consider vetting any such requests through the relevant committee.

5. When working with constituents and the public, Commission members shall:
  - a. Promote relationships with all users of natural resources.
  - b. Be mindful of the signal sent by your presence at an event.
  - c. Stay connected to community leaders and decision makers.
  - d. Remain responsive to the public; direct citizens to the right contacts within the Department.
  - e. Written correspondence to the Commission. The Commission's goal is to acknowledge every written correspondence received by the Commission. Given the volume of correspondence received, a substantive response to every such contact is rare.
    1. Correspondence received by individual Commissioner:
      - a. If a Commissioner chooses to respond directly, copy the Commission Executive Assistant.
      - b. If a Commissioner believes no response is warranted, inform the Executive Assistant.
      - c. If a Commissioner believes a template response or individual response from other department staff is warranted, forward to the Commission Executive Assistant with instructions.
    2. Correspondence sent to the Commission:
      - a. The Executive Assistant manages correspondence sent to the Commission Inbox. If other Department staff receive correspondence addressed to the full Commission, staff shall forward to the Executive Assistant.
      - b. The Executive Assistant shall use discretion in deciding whether to use an approved template response (Appendix ##), work with department staff for an individualized response, or seek input from the Commission Chair.
      - c. The Executive Assistant will forward all correspondence addressed to the Commission to each of the Commissioners. If the Executive Assistant already responded with a template response, include the response.
    3. A Commissioner who believes a formal Commission response to correspondence is warranted should discuss with the Commission Chair. All formal Commission correspondence will be reviewed and approved by the full Commission.
6. ~~When requesting additional information or direction from staff members,~~



~~Commission members shall:~~

~~Negotiate directly with staff member if request does not require a substantial reallocation of staff time and/or resources.~~

~~Use the established Department policy and procedure on "Commission Requests to the Department" on all requests that require substantial reallocation of staff time and resources and also on requests that entail program changes and project directions.~~

### **ATTENDANCE:**

The following applies to all official Fish and Wildlife Commission meetings, ~~work sessions, and conference calls:~~

1. ~~All~~ Commission members are expected to attend (and participate where required) all official Commission meetings, ~~work sessions, and conference calls.~~
2. If a member is unable to attend, the member will inform the Commission Executive Assistant as far in advance as possible, who will in turn inform the Chair.
3. When the Commission Executive Assistant has been notified that three members will be absent from the same meeting, the Commission Executive Assistant will immediately notify all members of the expected absences.
- ~~4. Commission members will notify the Commission Executive Assistant well in advance if they are unable to attend meetings, and conference calls.~~

Commented [PJ(5)]: This will be moved into a subsection under Commissioner responsibilities. This doesn't warrant a separate heading.

Commented [PJ(6)]: Item #2, as edited, captures this.

### **PARLIAMENTARY PROCEDURES:**

These procedures apply whenever the Commission, as a body, takes formal action. Where these parliamentary procedures are silent, Robert's Rules of Order Revised ~~has been~~ shall be used as an additional guide ~~in preparation of these procedures~~. The Vice Chair is the Commission's parliamentarian.

1. **The purpose of parliamentary procedures:**
  - To enable the Commission to conduct business in an organized, efficient, and timely manner.
  - To protect the rights of each Commissioner.
  - To preserve a spirit of harmony within the Commission.
2. **The ~~five~~ six basic principles of parliamentary procedure** must be considered to achieve these purposes:
  - Only one subject may claim the attention of the Commission at one time.
  - Each proposition presented for consideration is entitled to full and free debate.
  - Every Commissioner has rights equal to every other Commissioner.
  - The will of the majority must be carried out, and the rights of the minority

must be preserved.

- The personality and desires of each Commissioner should be merged into the larger unit of the organization.
- Motions of moderate to high complexity shall be displayed in writing at the time the motion is made and prior to the Chair asking if there is a second to the motion. The wording of any amendments to the motion, or an amendment to a motion, shall be displayed prior to a second of the amendment.

3. **All Commissioners are voting members.**

4. **A Commissioner shall abstain from any vote or attempt to influence any vote taken by the Commission that would put that Commissioner in violation of the State Ethics Law. The Commissioner shall announce for the record his or her reason for his or her abstention. (WAC-232-12-002220-101-040)**

5. **Progress of a motion to be voted on by the body:**

- A main motion is made; this must be seconded before discussion occurs.
- A motion to amend the motion ~~is-can be~~ made; this must be seconded before discussion occurs. A vote is taken on the motion to amend the motion.
- A motion to amend the amendment ~~is-can be~~ made; this must be seconded before discussion occurs. A vote is taken on the motion to amend the amendment.
- Once any motions to amend are concluded by vote, Ddiscussion upon the main motion, as amended if applicable, is open. A vote is taken on the main motion, ~~as amended~~.

6. **Discussion of a motion to be voted on by the body:**

- A motion is made and seconded.
- The Chair will ask the maker of the motion if he/she desires to speak in favor of the motion.
- ~~The Chair will ask for a member opposed to the motion to speak.~~
- ~~The Chair will continue to alternate in favor/opposed.~~
- All members should be given the opportunity to speak once on a motion before any member is granted a second turn to speak.
- The Commission discussion should articulate the Commission's reasoning in support of the approved motion, which could include express endorsement of a staff report or other document in the Commission materials.

7. **Order of Voting:**

- When the question (vote) has been called for, the maker of the motion will restate the motion if requested by the Chair.
- The vote is taken by voice vote (aye/nay/abstain).
- Roll call voting may be taken at the request of any Commissioner.

- The Chair will announce the results of the vote.

~~8. **Justification for adoption of the motion:**~~

~~After a vote is passed adopting a motion pertaining to a regulation, the Chair ensures justification for adoption of the motion is recorded.~~

**PUBLIC INPUT AT COMMISSION MEETINGS & CONFERENCE CALLS:**

The Commission is the primary link between the citizens of Washington and the Department of Fish and Wildlife. The Commission places great value on information received from the public and, therefore, encourages citizens to provide public input. This procedure outlines the process the Commission shall follow in taking public input.

The Commission shall take public input as described below:

1. The Commission shall allow open public input at the beginning of each day for full Commission meetings. The open public input agenda item is designed for matters not on the established agenda with specific public comment periods. Those testifying on other agenda items during the open public input agenda item will be requested to hold their testimony until the particular agenda item.
  2. Prior to adoption of each proposed rule a Commission decision, public input will be taken and limited to only the proposed rule action being considered for Commission adoption. In some cases, the Commission may take a final vote in a subsequent meeting without allowing additional public input.
  3. When the Commission adopts rules under the Administrative Procedures Act, public testimony and written comments are accepted during the periods specified in the rulemaking notices. Communications submitted to the Commission after the close of such deadlines will not be considered.
  4. Registering to speak:
    - a. For in-person meetings: Only those people who have completed a Public Testimony Form and turned it in at the registration table prior to the start of discussion of that agenda item will be allowed to testify.
    - b. For webinars: Only those people who pre-register are able to testify, and their testimony may be limited to audio only and not video. Pre-registration for all webinar public comment agenda items must be submitted by 8 am of the day of the agenda item.
  5. To maintain the agenda schedule, the Chair may impose limits on the length of time allotted to public speakers. Time limits will be announced at the beginning of the agenda item scheduled for public input.
- ~~4. Prior to adjournment, public input will be taken for any subject of interest not on the meeting agenda. This opportunity will also be provided at the beginning of~~

the meeting.

2. During Commission conference call meetings, and prior to adoption of each proposed rule, public input will be taken and limited to only the proposed rule being considered for Commission adoption. Conference calls are intended for briefings, but occasionally an action item will take place when deemed necessary by the Chair.

### **COMMISSIONER COMPENSATION PROCEDURE** Approved 10/12/2007

The Revised Code of Washington (RCW) 77.04.060 states that members of the Commission are to be compensated in accordance with RCW 43.03.250 as a Class 4 group.

As a Class 4 group, the compensation rate for Commission members is not to exceed \$100 per day when attending official Commission meetings or performs statutorily prescribed duties. A Commissioner shall not receive compensation if the person occupies a position, normally regarded as full-time in nature, in any agency of the federal government, Washington state government, or Washington state local government if the person receives compensation from that government for working that day.

Time to travel to and from approved meetings will be included in the compensation. Compensation for partial days is based on the following:

- 1 to 3 Hours (1/4 Day)
- 3 to 5 Hours (1/2 Day)
- More Than 5 Hours (Full Day)

Compensation is considered a wage. Therefore, payroll deductions such as federal tax withholding will be subtracted from the total compensation. The WDFW finance office will issue W-2 forms to Commissioners for each tax year.

#### **Eligible Meetings and Required Approvals for Compensation:**

1. Attendance at special and regular Commission meetings and scheduled Commission committee meetings.  
*— These meetings are automatically pre-approved for compensation.*
2. Attendance at Western Association of Fish and Wildlife Agencies (WAFWA) and AFWA conferences and meetings.  
*— The Chair pre-approves compensation and travel for up to 2 Commissioners per event, not to exceed 20 total days per year.*
3. Attendance at legislative meetings when representing the Department or when requested by a legislator.  
*— These meetings are automatically pre-approved for compensation.*
4. Participation in activities involved with Commissioner confirmation hearings

~~before the Senate, Commission annual meetings with the Governor, periodic selection and appointment of Director, and reviewing applicants for Commission appointed Advisory Committee for Persons with Disabilities (RCW 77.04.150).~~

~~—These meetings are automatically pre-approved for compensation.~~

~~5. Attendance at meetings with other government entities, advisory groups, constituents; trainings; field trips and site visits; special official Department events; and meeting preparation time.~~

~~Up to three compensable days per calendar quarter are automatically approved; additional days require pre-approval by the Chair. This category is left to individual Commissioner discretion; compensation requests should be viewed as being able to pass scrutiny of an outside audit.~~

~~6. Official duties of the Chair when managing Commission business.~~

~~—Up to five compensable days per month are automatically approved by the Commission.~~

## **COMMISSIONER TRAVEL REIMBURSEMENT PROCEDURE**

*Approved 10/12/2007*

~~The Revised Code of Washington (RCW) 77.04.060 states that members of the Commission are to be reimbursed for travel expenses incurred while absent from their usual places of residence in accordance with RCW 43.03.050 and 43.03.060 while engaged in official business.~~

~~The Commission is designated as a Class 4 group as defined in the section 10.70.30.a of the State Administrative and Accounting Manual. This policy states that Commissioners are to be reimbursed allowable meal and lodging expenses on the same basis, and under the same regulations, as regular state employees.~~

~~Each member shall complete and submit a Monthly Report of Expenses to the Commission Executive Assistant twice a month. The Report should include all travel, including that for which reimbursement is not being requested. The Commission Executive Assistant will process for proper reimbursement. Some of these documents are signed by each Commissioner in advance.~~

~~**Date/s & Time:** Indicate the dates you were in travel status (include the date and time you left home and the date and time you returned home).~~

~~**Meeting\* & Location:** Indicate the type and purpose of meeting you attended and the location (city).~~

~~\*.IMPORTANT: For meetings with legislators and/or other elected officials, include participant names, topic(s), and who requested the meeting. Information is necessary for Commission Office record keeping and compliance with public disclosure lobbying rules.~~

~~**WORK DAYS/ Salary:** Indicate the number of hours for which you are entitled to~~

receive compensation. [Partial day increments are .25, .50, or .75]

~~**Mileage:** Indicate total number of miles driven. The Department uses Internet map tools to verify the number of point-to-point miles.~~

~~**Other Expenses:** Always be sure to ask for the “state rate” when booking your own lodging reservations. Receipts are required by WDFW travel for all expenses except for meals. Please include receipts for ferry, parking, hotel, taxi, registration and any other expenses when submitting your monthly expenses.~~

~~**E-MAIL COMMUNICATIONS:**~~

~~Commission members shall:~~

- ~~1. Check their personal e-mail daily for Commission business related messages and respond in an expedient manner.~~
- ~~2. Include Commission staff in the distribution of messages to the Commission.~~
- ~~3. Forward copies of all Commission business related e-mail messages to the Commission office for recordkeeping purposes.~~
- ~~4. Not send comments regarding policy direction/development to more than three other Commissioners (in keeping with the Open Public Meetings Act).~~

**COMMISSION COMMITTEES:** *(Updated Feb. 2007)*

The Commission establishes standing committees from time to time as well as ad hoc or special committees when the need arises. Committees are advisory in nature and do not set policy for the full Commission.

The Commission Chair, subject to Commissioner consensus, appoints members of committees. Appointments should be made in January of odd numbered years ~~following election of the Commission Chair~~ and otherwise only as necessary. Standing committees typically will include two (2) to four (4) Commission members. Committee members select the committee chair and vice chair, if necessary. Committees should meet as often as necessary, as determined by the committee chair or a majority of the committee members. The Commission ~~or the Commission~~ Chair can also request a committee to meet. The ~~Department Director~~ shall designate a Department employee to facilitate the committee's work, including scheduling, keeping the committee apprised of relevant issues, ~~and~~ coordinating staff or other presentations at committee meetings, ~~and providing notes or verbal reports to the Committee Chair to present to the full Commission.~~

Within their purview, committees are to address issues brought by ~~the~~ Department ~~staff~~, referred by the Commission or raised at the committee level. Items originating with the committee shall not involve or result in significant staff or committee time and effort until the committee has received Commission approval to proceed.

The purpose of established committees is to allow a more detailed analysis of issues ~~and development of options~~ than can be accomplished during regular Commission meetings. Committees are designed to provide a forum that allows for more informal discussion with staff, ~~and at the discretion of the Committee Chair~~, interested individuals or groups. Committees may evaluate issues to determine if the full Commission should hear and consider them. Committees should explore potential impacts of suggested policies or direction and when appropriate, explore alternatives ~~and make recommendations.~~ ~~Committees cannot make decisions binding on the Commission.~~ Rather, eCommittee decisions or agreements are merely recommendations for full Commission consideration or action at a noticed open public meetings.

Other than the Executive Committee, most Committee meetings should be noticed as open to the public and conducted in accord with the Open Public Meetings Act, subject to the discretion of the Committee Chair. Public testimony at Committee meetings may occur at the discretion of the Committee Chair. Commissioners who are not appointed members of the Committee may attend any open Committee meeting, and may participate in Committee discussions at the discretion of the Committee Chair, but shall not vote on any Committee actions or recommendations.

Committee ~~e~~Chairs shall provide regular reports, at scheduled Commission meetings, regarding the ~~e~~Committees' activities. Such reports should include ~~the attendance record of Committee members and other key individuals~~, topics addressed, ~~staff work assigned~~, policy direction considered, alternatives explored, and committee recommendations. The Commission Chair shall ensure that the full Commission has the opportunity to discuss the progress and content of Committee work and approve or

~~disapprove further Committee work on the issue at hand. Committees cannot make decisions binding on the Commission. Rather, committee decisions or agreements are merely recommendations for full Commission consideration or action at open public meetings.~~

NOTE: If the committee process is to work effectively, it is absolutely critical that there be a considerable level of trust among and between Commission members. Committee makeup should include, where possible, members with diverse views. Committee members need to be willing to consider various proposed alternatives or directions. The Commission must have faith that the committees will examine details, ramifications and alternatives, and present the committee views fairly and completely to the Commission.

~~If the necessary level of trust does not exist, it will result in the full Commission making its own evaluation. This will render the committee's work and time of little value. This does not imply that the Commission should not ask questions to understand the issues. However, if the committee work is replicated at the Commission level, it will negate the need and usefulness of the committee structure. Appendix # lists the Standing Committees of the Commission as of 2021 and their general purpose.~~

#### **COMMISSION STAFF REVIEW:**

1. The Commission will maintain professional improvement plans on file for Commission Staff.
2. The Commission will conduct a formal performance evaluation of the Director at least biennially, with annual check-ins.
23. To enhance performance of the Commission Executive Assistant:
  - A. The Chair or designee will conduct one performance review each year of the Commission Executive Assistant.
  - B. The Chair shall contact all Commissioners for input prior to conducting the performance evaluation.
  - C. The Chair and the Executive Assistant will develop a narrative based on the following criteria:
    - Accomplishments/contributions made by the employee
    - Things employee does especially well
    - Improvements needed by the employee and the Commission
    - New skills/training desired by the employee
    - Actions the Commission/Department can take to ensure the employee receives desired skills/training.
  - D. The Chair shall ensure that the final performance evaluation is agreed to by the entire Commission.