



King County
Charter Review Commission Agenda

King County Courthouse (12th floor, Ginger Conference Room)
516 3rd Ave. Seattle, WA 98104
Thursday, January 23, 2020 | 1:00 p.m. – 2:00 p.m.

Purpose:

- Finalize Recommendations to the Future Charter Review Commission attachment

Agenda Topic	Lead	Time	Attachments
1. Welcome and Review Agenda	Co-Chairs	5 min	
2. Public Comment	Co-Chairs	As needed	
3. Finalize and approve the Recommendations document	Facilitator	As needed	<ul style="list-style-type: none">• Draft Recommendations to the Future Charter Review Commission
4. Next steps	Facilitator	5 min	
5. Adjourn	Co-Chairs		

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King County 2018-2019 Charter Review Commission Process Recommendations to the 2028 Charter Review Commission

The Commission has prepared this list of recommendations to the next Charter Review Commission to help inform your work. We present this to support your work and, in the hope, that you can learn from our experience.

To generate these recommendations, the Commission directed its consultant, Triangle Associates, to conduct interviews with Commissioners. Triangle interviewed 12 of the 21 Commissioners. After those interviews were complete, a subcommittee met to review the results of those interviews and developed this guide.

Serving on the Commission is an honor and an important responsibility. We hope that you find it as gratifying as we have, and we hope that these recommendations help you get started.

Recommendations

Convening Process

The Commission recognizes that the convening process is conducted by the Executive and Council, not the Commission. However, we provide these recommendations for the consideration of those bodies given our unique perspective on how convening affects overall outcome.

- **Appointment Process:** We recommend that the appointment process be a hybrid of nominations and an open process for individuals to express interest in serving. We recommend making clear on the call for interest the level of commitment required. This accomplishes several important goals. First, it allows for transparency in the process. Second, it allows interested individuals to expend the effort to describe why they want to serve on the Commission. Third, it potentially broadens the pool of potential Commissioners.
- **Composition and Size of the Commission:** We recommend the following as to the composition of the Commission, recognizing that the Charter currently mandates that the Commission be comprised on not less than 15 members and that those members include at least one from each Council district.
 - Appoint Commissioners who reflect the demographics (income, race, gender, Council District) of the County.
 - Appoint at least one Commissioner who has previously served on the Commission to provide institutional knowledge.
 - Appoint 19 or fewer Commissioners of an odd number.

Process Recommendations

- **Resources:** We recommend that the Commission understand the resources available to it, including its budget allocation and make active decisions, through its Chair(s), about how to expend those resources in order to be most effective.
- **Facilitator:** We recommend that the Commission bring in a facilitator, ideally with public engagement experience, at the beginning of the process to help develop structure and hold an inclusive process. Their scope should include supporting subcommittee work (see below).
- **Timeframe:** Set a timeframe to complete the report and stick to it as best as possible. An ambiguous timeframe opens the risk of unfocused discussions. Lengthy processes can result in fatigue. We recommend that this process take no more than nine months to a year. Implementation of other recommendations in this document will help accomplish this.
- **Initial Retreat:** We recommend that the Commission hold an initial, at least half-day, retreat to allow the Commissioners to get to know one another and understand each other's expertise and interests. This will help the Commission to be intentional about its own culture. We recommend that the retreat be facilitated by the Chair(s) and the facilitator (see below) and that the Commission use this as a way to "onboard" the Commissioners. We urge that the following topics be covered at the retreat.
 - The scope of the Charter
 - The role of the Commission as a whole and of each Commissioner
 - History and demographics of the County
 - Equity and inclusion basics
 - Decision-making procedures
 - If the Commission is planning to use Robert's Rules of Order, we recommend a training in that vocabulary and process.
 - Consider introducing a racial equity decision-making toolkit.
 - An overview of the process for developing the report (the Chair(s) and consultant should prepare a recommendation, including firm timelines, for the Commission's review)
 - An overview of the decisions that take place once the Commission Report is complete
 - A review of this document, along with advice from a previous Commissioner as a guest speaker

This training should be done during the normal meeting schedule if a retreat does not take place.

- **Subcommittees:** We recommend that the Commission break into topic-based subcommittees early in the process. Those subcommittees should meet with relevant stakeholders to gather specific input for charter amendments. Committee members can serve as liaison/mentor to provide those stakeholders with information, materials, and the tools to engage. The subcommittees would then be responsible to develop proposed charter amendments along with

written rationale, which would then become the pieces of the report. Those proposals would be brought to the Commission for its approval or rejection.

- **Roles and Responsibilities:** We recommend that the Commission Chair(s) and facilitator develop descriptions of the responsibilities of the Chair(s), the Commissioners, and the consultant early on. In addition, we recommend that a written description of the role of Executive and Council staff be developed by those staff members and provided to the Commission early on as well.
- **Compensation of Commissioners:** We recommend that the Commission reimburse Commissioners for travel mileage and consider a stipend to compensate Commissioners for their time in order to be more inclusive of people who might otherwise not be able to participate for financial reasons.
- **Remote Participation:** We strongly recommend that the Commission engage King County Information Technology (KCIT) or other technology staff to support the technology that allows remote participation.

Public Engagement Recommendations

- **Administrative Resources to Support Outreach:**
 - We recommend that the Commission engage a separate consultant and/or dedicate staff resources to supporting the engagement process.
 - Have a spreadsheet or way to track input received from the public, when it was discussed by the Commission and what decision was reached, as well as what follow up was conducted to the person/organization that submitted the comment.
- **Outreach Methods:**
 - We recommend that the Commission engage communities early in the process by working with intermediaries such as community based organizations. We recommend providing compensation to these organizations for their time and expertise.
 - Provide a variety of mechanisms for the public to provide feedback. Utilize online tools that allow people to engage with each other on topics.
- **Outreach Locations:**
 - We recommend that Commissioners, probably from the relevant subcommittee, go to existing community meetings and events in addition to its own Town Hall meetings.
 - We recommend that the Commission hold Town Hall meetings at different times of the day and have Town Hall dates available months in advance.

Commissioners Interviewed for this Report (alphabetical by last name)

- Tim Ceis
- Elizabeth Ford
- David Heller
- Michael Herschensohn
- Clayton Lewis
- Marcos Martinez
- Louise Miller
- Toby Nixon
- Nikkita Oliver
- Rob Saka
- Beth Sigall
- Kinnon Williams

Daly, Sharon

From: Nixon, Toby
Sent: Monday, January 13, 2020 3:28 PM
To: Mishu Pham-Whipple; Daly, Sharon; Hamacher, Patrick; Nicholson, Mac; Knight, Calli; Carroll, Kelli; Betsy Daniels; Sinsky, Mike; Isaacson, Mari
Subject: RE: Charter Review Commission Subcommittee Meeting

Looks good to me. Thanks.

Toby Nixon | Member, King County Charter Review Commission
charter3@kingcounty.gov | Mobile: +1 206 790 6377
<https://www.kingcounty.gov/independent/charter-review-commission.aspx>
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From: Mishu Pham-Whipple <mishupw@triangleassociates.com>
Sent: Monday, January 13, 2020 3:21 PM
To: Daly, Sharon <Sharon.Daly@kingcounty.gov>; Miller, Louise <Charter6@kingcounty.gov>; Nixon, Toby <Charter3@kingcounty.gov>; Oliver, Nikkita <Charter16@kingcounty.gov>; Ford, Elizabeth <Charter13@kingcounty.gov>; Williams, Kinnon <Charter7@kingcounty.gov>; Hamacher, Patrick <Patrick.Hamacher@kingcounty.gov>; Nicholson, Mac <Mac.Nicholson@kingcounty.gov>; Knight, Calli <CKnight@kingcounty.gov>; Carroll, Kelli <Kelli.Carroll@kingcounty.gov>; Betsy Daniels <bdaniels@triangleassociates.com>; Sinsky, Mike <Mike.Sinsky@kingcounty.gov>; Isaacson, Mari <Mari.Isaacson@kingcounty.gov>; Louise Miller <millerclaribel5@gmail.com>
Subject: RE: Charter Review Commission Subcommittee Meeting

[EXTERNAL Email Notice!] External communication is important to us. Be cautious of phishing attempts. Do not click or open suspicious links or attachments.

Hello CRC Subcommittee,

Please see the attached "clean" version of the recommendations document live edited at today's meeting. Please look out for one last doodle poll from Sharon to schedule a brief meeting (remote participation available) to vote to approve the final draft of the recommendations.

Since this group was delegated by the Commission to finalize the recommendations document, a quorum is three Commissioners. Please do not "reply all" with comments, and instead only send comments to staff to be compiled.

Thank you!
Mishu



Mishu Pham-Whipple (she/her)
Project Associate
Triangle Associates, Inc.
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