



**CITY OF LACEY, WASHINGTON
HUMAN SERVICES WORKGROUP AGENDA**

Refer to the bottom of the agenda for meeting information.

Thursday June 13, 2024 5:30 PM Council Chambers and Online

1. Call to Order

2. Roll Call

3. Land Acknowledgement

We, the City of Lacey, are on the ancestral land of the Tribal People of the Treaty of Medicine Creek, including the Nisqually Indian Tribe and Squaxin Island Tribe. We acknowledge, and remember those Tribal People not recognized today who were absorbed or relocated into other tribes for survival. We recognize the ancestors and their descendants who are still here. We recognize and respect the Tribal People of the Treaty of Medicine Creek as the traditional stewards of this land since time immemorial and their role today in taking care of these lands in perpetuity. We recognize and have the responsibility to call attention to the histories of dispossession, forced removal, and abridged treaty rights that allowed our nation, state, and city to develop as they have today. We recommend that community members read the Medicine Creek Treaty of 1854.

4. Welcome to the Workgroup

Shannon Kelley-Fong, Assistant City Manager

5. Approval of Agenda

Michelle Chavez, Human Services Coordinator

6. Public Comment

7. Agenda Items

A. Advisory Board Stipend Program and City Email Addresses

Shannon Kelley-Fong, Assistant City Manager

Elissa Fontaine, City Clerk



B. Open Meeting Law and Public Records

Michelle Chavez, Human Services Coordinator

Elissa Fontaine, City Clerk and Public Records Officer

- <https://www.atg.wa.gov/open-government-training>

- **Lesson 1:**

- [Open Government Overviews and General Principles](#) (13 min)

- **Lesson 2:**

- [Public Records Act Basics - RCW 42.56](#) (30 min)

- **Lesson 3:**

- [Open Public Meetings Act - RCW 42.30](#) (18 min)

- **Lesson 4:**

- [Records Management and Retention Basics - RCW 40.14](#) (18 Min)

C. Workgroup Overview, Boards and Commissions Handbook, and Draft Workgroup Rules of Procedure

Michelle Chavez, Human Services Coordinator

1. Advisory Board Handbook Overview
2. Draft Workgroup Policies and Procedures:
 - a. Conflict of Interest – Recusal
 - b. Roberts Rules of Order
 - c. Excused Absences
 - d. Election of Officers
 - e. Public Comment
 - f. Time of meeting

D. 2024 Draft Meeting Calendar

8. Adjourn

Attendance and Public Comment

Attend Remote or In-Person

The public may attend the meeting in-person, or you may view or listen to the meeting using one of the following platforms:

In-Person: Council Chambers at Lacey City Hall
420 College Street SE, Lacey, WA 98503



Zoom: https://us02web.zoom.us/webinar/register/WN_FFDe0u-XR-OtmRZEHEVcbw

Website: <https://cityoflacey.org/government/public-meetings/>

Facebook: <https://www.facebook.com/cityoflacey>

YouTube: <https://www.youtube.com/watch?v=EkoBMJgDW6Y>

Cable: Channel 77 with your local cable provider

Phone: (888) 788-0099 or (877) 853-5247 (Webinar ID 876 2532 5924)

Verbal Public Comment

Those wishing to provide verbal public comment may do so in-person or by Zoom:

In-Person: Use the sign-up sheet located in the Council Chambers.

Zoom: Preregister using the following Zoom link no later than two hours prior to the meeting:
https://us02web.zoom.us/webinar/register/WN_FFDe0u-XR-OtmRZEHEVcbw
Instructions and access details will be provided once registration is complete.

Written Public Comment

Public comments may also be submitted by email to PublicComment@cityoflacey.org

The commenting period will close two hours before the meeting time. Written comments will be provided to the Human Services Work Group electronically prior to the meeting. Comments will not be addressed during the Work Group meeting; however, comments received will be added to the official record.

