



**City of Lacey, Washington**  
**Human Services Workgroup Minutes**  
**Thursday, June 13, 2024 - Council Chambers and Online**

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**1. Call to Order**

Human Services Coordinator Michelle Chavez called the meeting to order at 5:32 p.m.

**2. Roll Call**

BOARD MEMBERS PRESENT: James Broman; Nathaniel Clay; Nancy Dihle; Juliet Lawson-Hall; Dalia Martinez; Brandon Stephens; and Tiffany Walker

STAFF PRESENT: Shannon Kelley-Fong, Assistant City Manager; Michelle Chavez, Human Services Coordinator; Elissa Fontaine, City Clerk; and Paul J. White, Deputy City Clerk

**3. Land Acknowledgment**

Chavez presented the Abbreviated Land Acknowledgment.

**4. Welcome to the Workgroup**

Members of the Workgroup and staff introduced themselves. Kelley-Fong welcomed the new workgroup members and introduced key initiatives of the work group

**5. Approval of Agenda**

**Board Member Stephens moved to approve the agenda and consent agenda. Board Member Walker seconded. The motion carried.**

**6. Public Comment**

Verbal Public Comment

No one signed up to speak at the meeting in person or via Zoom.

Written Public Comment

No written public comment was received.

**7. Agenda Items**

**A. Advisory Board Stipend Program and City Email Addresses**

Shannon Kelley-Fong, Assistant City Manager

Elissa Fontaine, City Clerk

Kelley-Fong described the Advisory Board Stipend Program for which board members can opt-in. Fontaine presented the CivicClerk Board Portal, by which the City publishes meeting materials, provides meeting media, and records workgroup attendance. It was explained that board members have been issued City email addresses that are to be used for official City business. Kelley-Fong summarized the City's collection of voluntary demographic data, which is saved in aggregated form separate from other advisory board information.

**B. Open Meeting Law and Public Records**

Michelle Chavez, Human Services Coordinator

Elissa Fontaine, City Clerk and Public Records Officer

**Lesson 1:** [Open Government Overviews and General Principles](#) (13 min)

Chavez and Fontaine presented overview training on Open Government in Washington State prepared by the Washington State Attorney General's Office.

**Lesson 2:** [Public Records Basics - RCW 42.56](#) (30 min)

Board members received video training on Public Records Basics prepared by the Washington State Attorney General's Office.

**Lesson 3:** [Open Public Meetings Act - RCW 42.30](#) (18 min)

Board members received video training on the Open Public Meetings Act (OPMA) prepared by the Washington State Attorney General's Office. Upon completion of this lesson, board members were compliant with the training required within 90 days of appointment pursuant to RCW 42.30.205.

**Lesson 4:** [Records Management and Retention Basics - RCW 40.14](#) (18 min)

This optional lesson was not reviewed live during the meeting and workgroup members were invited to review it on their own.

**C. Workgroup Overview, Boards and Commissions Handbook, and Draft**



## **Workgroup Rules of Procedure**

Michelle Chavez, Human Services Coordinator

### Advisory Board Handbook Overview

Chavez provided an overview of the Human Services Workgroup and presented the Boards and Commissions Handbook. Officers will be elected at the next workgroup meeting, after which rules of procedure and minutes can be approved.

### Draft Workgroup Policies and Procedures

Chavez presented the draft Workgroup Policies and Procedures, including the following components:

- a. Conflict of interest
- b. Roberts Rules of Order
- c. Excused absences
- d. Election of officers
- e. Public comment
- f. Meeting times

### **D. 2024 Draft Meeting Calendar**

Chavez announced the next workgroup meeting would be June 20, 2024, at 5:30 p.m. and an additional meeting would be scheduled July 11, 2024. The workgroup will not meet the first Thursday in July because that is the Independence Day holiday.

## **8. Adjourn**

**Board Member Walker moved the meeting adjourn. Board Member Lawson-Hall seconded. The motion carried, and the meeting was adjourned at 7:17 p.m.**

