

GRAYS HARBOR COUNTY
HOMELESS HOUSING TASK
FORCE BYLAWS

ARTICLE 1. NAMES

The name of this Advisory Committee is the Grays Harbor County Homeless Housing Task Force (HHTF). It was established by Grays Harbor County Resolution 2023-094.

ARTICLE 2. ROLE AND
PURPOSE

The Role and Purpose of the HHTF is as stated by the Board of Grays Harbor County Commissioners' Resolution 2023-094.

The HHTF does not have the authority outside of its jurisdiction to enforce policy or create rules. The HHTF provides an important link between the public and the Board of County Commissioners (BOCC). Task Force members provide important information about community needs and opinions that can affect Grays Harbor County policies and lead to improved services for county citizens dealing with issues of housing or homelessness.

The HHTF's main purposes and responsibilities are to assist the BOCC by:

- Planning and Goal Setting:
Planning the expenditure of available funding based on goals set in recognition of the community needs.
- Code Compliance:
Efforts to meet the standards provided in Chapters 36.22 and 43.185C RCW addressing short term and long-term goals for homeless persons.
- Communication with the BOCC:
The HHTF advises the BOCC on various issues of concern to people experiencing or at-risk of experiencing homelessness.
- Consulting Role:
The HHTF performs a consulting role regarding the work addressing homelessness issues in Grays Harbor County. HHTF also provides an avenue for various community members to voice their concerns and suggestions for services to people experiencing or at-risk of experiencing homelessness. The HHTF is also responsible for identifying long-term issues and recommending initiatives to respond to them.
- Inform and Educate Community Members:
Members of the HHTF assist Public Health staff in monitoring and evaluating the various programs that receive public funds to address homelessness issues in Grays Harbor County.
- In addition, members of the HHTF will:
 - Promote diversity, civility and unity in discussions and decisions.

- Take responsibility for educating themselves about the needs and preferences of people experiencing homelessness.
- Listen to the community for information that may be of value to the work of the County and communicate that information to the HHTF and/or Public Health staff.

ARTICLE 3. MEMBERSHIP

The HHTF consists of a maximum of twenty-five members who are appointed by the Grays Harbor County Board of Commissioners for three (3) year terms, with no term limits.

The membership shall consist of persons from the following stakeholder groups:

Governments (one of each):

- Representative from Grays Harbor County Public Health
- Representative from City Aberdeen
- Representative from City of Hoquiam
- Representative from City of Elma
- Representative from City of Montesano
- Representative from City of McCleary
- Representative from City of Oakville
- Representative from City of Ocean Shores
- Representative from City of Westport
- Representative from at least one Tribe

Providers (one of each):

- Representative of healthcare providers
- Representative from Grays Harbor Housing Authority
- Representative from mental health/substance use providers
- Representative from domestic violence/sexual assault victim advocates
- Representative from Drug Court Housing
- Representative from non-profit low income housing organization

Community Representatives (one of each):

- Representative from law & justice system not employed by the County
- Representative from the business community
- Representative from the faith community
- Representative from homeless or formerly homeless person residing in the County (one or more)
- Representative advocating for youth issues
- Representative advocating for veteran's issues
- Representative from County Dept. of Children, Youth & Families
- Representative serving in an "at-large" capacity

If a designated position has been vacant for 6 months or more, the HHTF may vote and recommend having the position changed to "At Large" and filled with a qualified individual.

When the At Large term is expired, the position will be re-assigned its original category.

Qualifications: HHTF members shall be appointed on the basis of representation from groups as

indicated in the section on membership (above).

Appointment: Members of the HHTF are appointed by the BOCC. When notified by Public Health, BOCC will announce openings on the HHTF through press releases, web page posts and Public Health email distribution lists.

Persons wishing to serve as a member of the HHTF will fill out an application online to be reviewed by the County Department of Public Health. Recommendations for appointment by the HHTF will be forwarded to the BOCC. Final authority for such appointments will rest with the BOCC.

Terms: Appointed members shall serve for three-year terms. Members may serve more than one term, including consecutive terms. Terms may be adjusted as necessary to maintain staggered expiration dates.

Incumbents: Incumbent members desiring to serve another term must so indicate by submitting at least Sixty (60) days prior to the expiration of their term a written request and application to Public Health staff and BOCC, confirming their desire for reappointment. No appointments will be made automatically.

Alternates: Each voting member of the HHTF may propose an alternate with full membership privileges to be appointed to attend in their absence. Alternates must be designated in writing by a letter addressed to the Public Health staff and HHTF chair. Alternates must also apply in the regular manner as a member and be appointed by the Board of County Commissioners.

Vacancies: When a vacancy occurs, the vacancy shall be published in an official county newspaper by means of a press release naming the type of vacancy, where to pick up an application and the closing date for accepting applications. Vacancies will also be advertised via Public Health email distribution lists. Applicants for a vacancy must obtain a positive recommendation from a majority of the current HHTF membership before their name will be sent to the BOCC for possible appointment to the HHTF. If no applications are received by the expiration of the application period, or if applicants fail to be recommended to the BOCC for appointment by a majority of the current HHTF membership, then HHTF, the BOCC may solicit individuals to serve and may appoint members without another open application period.

ARTICLE 4. ELECTED OFFICERS

The presiding officer of the HHTF shall be the Chair. The Chair shall be elected from members of the HHTF. The Chair shall be selected for a term of one year from the date of election. HHTF members may serve consecutive terms as chair. The Chair shall preside over all meetings.

The Vice-Chair of the HHTF may serve as a replacement for the Chair, presiding over meetings when the Chair is unable to attend.

Annually, at its first meeting of the calendar year, the HHTF will elect officers (chair and vice-chair). Nomination of officers will be made by an ad hoc nominating committee at least Thirty (30) days prior to Annual Meeting. Nomination of officers may be made from the floor on the day of election; voting will be by show of hands or verbal ayes. Election of any officer requires the presence of a quorum of members, as described in Article 6 of these by-laws. In the event of a vacancy or absence of the elected chair, the vice-chair will automatically succeed to the chair. A vacancy occurring in the office of Chair or Vice-Chair is filled by election, as defined above, to serve for the unexpired portion of the term. The chair is responsible for appointing subcommittees and to conduct business of the HHTF.

ARTICLE 5. STRUCTURE OF HHTF

The HHTF Structure is made up of a Chair and Vice-Chair. Advisors or Task Force members are made up of those who serve the at-risk and homeless population. One or two advisors should be homeless or formerly homeless.

The permanent Committee formed is:

Executive Committee

The Executive Committee is made up of the HHTF Chair, Vice Chair, members whose agencies work directly with the homeless and those who are Government Officials. The committee is limited to no more than Seven (7) members. This Committee shall be responsible for 1) establishing agendas for the quarterly meetings and sending it out to members and 2) Draft, review and revise (as needed) the 5-year plan required by State Legislators and the review and update the plan as needed.

Other Committee(s)

Other committees may be established by the HHTF from time to time as deemed necessary.

ARTICLE 6. MEETINGS & NOTICES

REGULAR MEETINGS

Full (i.e. includes all Task Force members) HHTF meetings are held quarterly. The HHTF may substitute another day, time, or place for the regular meeting with a twenty-four (24) hour written notice to all HHTF members and the local press. (The Executive committee or other Permanent or ad hoc committees may meet monthly or more often (as needed) between scheduled regular meetings of the full HHTF). These meetings will be announced in the same manner that all regular meetings are.

Special Meeting: The Chair or a majority of members of the HHTF may call a special meeting of the HHTF as set forth in RCW 42.30.080.

Meetings Open to Public: All regular, committee and special meetings of the HHTF shall be governed by and open to the public in accordance with Chapter 42.30 RCW.

General Public Comments: At each meeting, according to the usual order of business, the Chair shall call for general comments from the public. Persons wishing to comment shall give their name. The Chair may establish time limits for individuals who wish to speak.

Minutes: Written minutes of each HHTF meeting shall be prepared by Public Health staff and approved by the HHTF at the subsequent regular meeting. Accessible formats of minutes shall be made available upon request.

Public Records Act: The HHTF will make public records such as meeting minutes, procedural rules and statements of general policy, and other records, written or electronic, pertaining to the business of the committee available for public inspection and copying as required by Chapter 42.56 RCW. Exemptions to production are very limited and are specifically identified in statute.

SUBCOMMITTEE MEETINGS

Permanent and Ad Hoc committee meetings may be scheduled as needed. At such meetings the public is welcome to attend but shall not ordinarily be allowed to participate unless specifically requested by the subcommittee chair.

ATTENDANCE

Qualifications: HHTF members shall be appointed on the basis of representation from groups as indicated in the section on membership.

Absences: HHTF members shall notify the Public Health staff liaison in advance if unable to attend any regular meeting of the full HHTF. In the event that such notifications indicate that a quorum will not be present, the chair will ordinarily cancel or reschedule the meeting. The HHTF may consider three consecutive absences from the regularly scheduled quarterly meetings of the committee as neglect of duty. The HHTF shall recommend to the BOCC for action to be taken to remove a member, as per the bylaws.

Examples of excused absences are illness, vacation, work out of town, and furlough days. Members may be removed from membership by action of the BOCC for lack of attendance as described immediately above.

Removal of Members: The BOCC, by majority vote, may remove any member of the HHTF without cause. The HHTF may recommend to the Grays Harbor County Board of Commissioners the removal of an HHTF member for inefficiency, neglect of duty, or malfeasance in office.

Members removed by the BOCC shall be so notified.

VOTING

QUORUM: Thirteen (13) members or 50% of voting members, including one of the organization's officers or a person designated by the Chair to preside, shall constitute a quorum for the conduct of business. Voting shall be by voice vote unless the majority is unclear. In the event that a member is physically absent from a meeting, he or she may participate in a meeting by the use of a conference telephone, zoom, or similar communications equipment that allow all persons participating in the meeting to hear each other at the same time. Participation by such means shall constitute presence-in-person at a meeting. For voting purposes, approved alternates will be allowed to vote in the absence of the primary member they are representing.

Actions Requiring a Vote: Each voting member of the HHTF shall be entitled to one vote on all actions of the HHTF that require a vote. An affirmative vote of a majority plus one HHTF members present shall be required to pass an action or recommendation from the HHTF, provided that a quorum of the HHTF is present. Proxy votes are not allowed.

Voting by secret ballot is prohibited by the Open Meetings Act, RCW 42.30.060. Voting will generally be by a show of hands. Votes will be recorded by the number of yea, nay, and abstention votes.

Members of the HHTF having personal, family, professional or pecuniary interest on an action item that may be deemed to establish a conflict of interest shall declare the conflict and refrain from discussing or voting on such matters.

PARLIAMENTARY PROCEDURE

RULES OF BUSINESS

The most recent revision of Robert's Rules of Order shall serve as the parliamentary authority in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the HHTF may adopt. The HHTF shall, to the extent possible, utilize the following meeting agenda:

- Call to order
- Roll Call/Introductions
- Agenda Approval
- Minutes of previous meeting(s)
- Public Comment: Limited at the pleasure of the Chair
- Old business
- New business
- Next meeting agenda
- Updates and Announcements from Task Force Members

ARTICLE 7. CONFLICT OF INTEREST

Given the professional context of the situation, as well as the parameters of the professional community, it is not possible to avoid all conflicts of interest on this HHTF. However, in service to accountability to the community it is essential that any and all potential conflicts of interests, real or perceived, be transparently acknowledged and addressed with a firm set of guidelines and bylaws. Members of the HHTF having personal, family, professional or pecuniary interest on an action item that may be deemed to establish a conflict shall declare the conflict and refrain from discussing or voting on such matters.

Good faith disclosure: Each member should prepare and submit a formal statement of any and all potential dual roles and conflicts of interest. This information should be compiled as a list and distributed to all HHTF members as well as any interested or concerned community members. This list should be reviewed and updated annually (Sample form attached.)

Information to be disclosed should include the following:

Employment or any other association with any entity that is currently receiving funding or may in the future receive funding at the recommendation of this group.

Financial investments and/or interests in any activity or entity involved or potentially involved in projects that is currently receiving funding or may in the future receive funding at the recommendation of this group.

Existing professional or personal associations with funded projects or personnel.

Personal convictions which could potentially interfere with impartiality in discussing and voting on any particular issue.

Procedure to be followed: before the HHTF may take action on any funding decision for publicly funded projects or recommendation, an inquiry should be made of the board members present, regarding any potential conflicts, with discussions as deemed appropriate.

HHTF members should identify themselves as having a conflict of interest when applicable. After any questions pertinent to that particular board member, the identified member should recuse him or herself from not only voting on the issues currently being considered, but also from all discussion and/or debate around the issues at hand before voting occurs.

At no point should a HHTF member ever be inquiring or advocating for funds or decisions in favor of any entity in which he or she represents or in which he or she has some other interest or

involvement.

Consistent violations may lead to recommendation for removal from the HHTF. Contested conflicts and/or violations may require outside consultation as deemed appropriate by either the majority vote of the HHTF and/or the BOCC.

The Code of Ethics as stated in County Code at §3.01.030 shall be deemed applicable to all members of the HHTF.

ARTICLE 8. COUNTY POLICIES

To the extent these Bylaws differ from or are contrary to any applicable County policy then these Bylaws shall govern. To the extent these Bylaws are silent with respect to a particular event, incident, vote or circumstance, then the HHTF is authorized to look to state law or regulation or any County code provision or policy in order to resolve the event, incident, vote or circumstance.

ARTICLE 9. AMENDMENTS

These rules may be amended at any regular meeting by a vote of the majority of the members present, providing there is a quorum. Proposed changes to the bylaws shall be published and available to HHTF members for at least Seven (7) days before a vote.

Approved by the following Vote:

Ayes 11

Nayes 0

Date: 4 | 19 | 24