

Incarceration Prevention Reduction Task Force

December 18, 2017

Whatcom County Courthouse Fifth Floor Conference Rooms 513/514, 311 Grand Ave., Bellingham WA
9:00 a.m. – 11:00 a.m.

Topic	Requested Action	Presenter	Packet Page(s)
1. Call to Order & Announcements		Co-Chairs	
2. January 8 IPRTF meeting and facilitation <ul style="list-style-type: none"> • Introduction to Holly O'Neil • Survey • Retreat Outcomes 	Information	Co-Chairs Holly O'Neil	N/A
3. Committee Updates <ul style="list-style-type: none"> • Steering Committee • Triage Facility Committee • Behavioral Health Committee • Legal & Justice Systems Committee: 	Information	Ken Mann Chris Phillips Anne Deacon Stephen Gockley	To be distributed
4. Update by Jurisdictions on Jail Diversion Programs	Information	Bill Elfo Nick Lewis John Billester Darlene Peterson	N/A
5. IPRTF fund expenditure process	Review and Approve	Co-Chairs	attached
6. Next Steps: Ideas & Further Information <ul style="list-style-type: none"> • Review assigned tasks • Next meeting topics 			
7. Other Business			
8. Public Comment			
9. Adjourn The next meeting is scheduled 9:00-12:30 p.m. on January 8, 2017 in the County Courthouse 5 th Floor Conference Rooms 513/514, 311 Grand Avenue, Bellingham.			

2018 Meeting Schedule:

IPR TASK FORCE various Mondays 9-11 a.m. Courthouse 513/514	BEHAVIORAL HEALTH various Mondays 2:30-3:30 Health Department	LEGAL & JUSTICE SYS. 2 nd Tuesday 11:30 am–1:30 pm Courthouse 514 PROPOSED	TRIAGE FACILITY 3 rd Thursday 9:30-11:00 a.m. Health Dept.	STEERING As needed County Council Conference Room
January 8 Retreat: 9:00-12:30 February 5 March 5 April 2 May 14 June 11 July 16 August 6 September 17 October 15 November 26 December 17	January 8 February 5 March 5 April 2 May 14 June 11 July 16 August 6 September 17 October 15 November 26 December 17	January 9 (approved) February 13 March 13 April 10 May 8 June 12 July 10 (no August) September 11 October 9 November 13 December 11	(no January) February 15 March 15 April 19 May 17 June 21 July 19 August 9 September 20 October 18 November 15 December 20	January 18 9:30 a.m. April/May (annual report) September/October (check-in)

INCARCERATION PREVENTION AND REDUCTION TASK FORCE (IPRTF)

REQUESTS FOR EXPENDITURES

The County Council Office manages all funds appropriated for use by the Incarceration Prevention and Reduction Task Force (Task Force) and is responsible for processing all Task Force expenditure requests, purchase orders, and contracts. The County requires that all Task Force and Steering Committee expenditure requests be submitted and approved by the Council Office prior to a commitment to any specific vendor.

The following process will be used by the Task Force when requesting use of funds:

1. The Task Force Steering Committee is authorized to submit requests for expenditures up to \$5,000. All Steering Committee requests must be approved by majority vote of the Committee and will be submitted in writing to the Deputy Clerk of the Council through the Legislative Coordinator.
2. All requests for expenditures over \$5,000 must be approved by majority vote of the full Task Force and shall be submitted in writing to the Deputy Clerk of the Council through the Legislative Coordinator.
3. All requests will be processed under the same purchasing rules and thresholds as any county expenditure, contract, or purchase order, as defined by Whatcom County Code 3.08 and County purchasing policies. Any proposed expenditures over \$10,000 will take extra time to process.
4. Requests must be made as far in advance as possible in order to allow time for processing through the County's financial system.
5. All invoices for goods or services provided to the Task Force will be forwarded to the Chair of the Steering Committee or full Task Force for review to determine if charges are appropriate and accurate. If so, the Chair of the appropriate body will write on the invoice "Okay to Pay" and sign their name authorizing payment. Once approved, the invoice will be returned to the Deputy Clerk of the Council for processing.