

Incarceration Prevention and Reduction Task Force: Steering Committee

11:00 a.m. - 12:30 p.m., September 9, 2021, Remote-only virtual meeting

If you require special assistance to participate, please contact the County Council Office at least 96 hours in advance.

Link to join Zoom Webinar

<https://us06web.zoom.us/j/84318124856?pwd=Sm5ZZlI0U0NmeWx1c0xVMVdaSFB0QT09>

Attendees will join the Zoom Webinar without audio or video controls. Webinar Host will invite attendees to speak at the appropriate time during the meeting

- Call in phone number: (253) 215-8782
- Webinar ID: 843 1812 4856
- Password: 17783

AGENDA

Land Acknowledgement Statement: Before we begin, we acknowledge that we are gathered on the traditional and unceded territory of the Lummi, Nooksack, Samish and Semiahmoo People who have cared for and tended this land since time immemorial. Truth and acknowledgment are critical to building mutual respect and connection across all barriers of heritage and difference. We begin this effort to acknowledge what has been buried by honoring the truth. We pay respect to their elders past and present. Please take a moment to consider the many legacies of violence, displacement, migration, and settlement that bring us together here today. And please join us in uncovering such truths at any and all public events.

Packet Pages

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- 2. Rules of Procedure** 8
Review & Recommendation to IPRTF
- 3. Next steps for INDEX Committee and data development** 1 – 2
Discussion
- 4. IPRTF Public communications** 3 – 6
Review & Approve
 - Scope of work
- 5. Items for the next Task Force Agenda** 7
Review & Approve Draft Agenda
- 6. Other Business**
- 7. Public Comment**
 1. If you would like to speak, virtually “raise your hand.”
 - a. Online: select the Raise Hand icon
 - b. Phone: Press *9
 2. When called upon to speak, unmute your microphone. Inform the Webinar Host if you would like to enable your video during your comments.
 3. Please state your full name for the record.
 4. Staff will disable your microphone when you are done speaking.
- 8. Adjourn**

Meeting summary of the previous meeting is included at the end of the packet for information only. Committee members may suggest changes and/or corrections to the draft summary to jnixon@co.whatcom.wa.us. Audio recordings are the official meeting record and can be found on the IPRTF and committee [website](#).

Upcoming Meetings

Visit the [Task Force website meeting calendar](#) for the most up-to-date meeting schedule

At this time, all meetings are held via remote-only Zoom Webinar

IPR TASK FORCE	BEHAVIORAL HEALTH COMMITTEE	LEGAL & JUSTICE SYSTEMS COMMITTEE	CRISIS STABILIZATION FACILITY COMMITTEE	INDEX COMMITTEE	STEERING COMMITTEE
Monthly on various Mondays 9-11 AM	Monthly, 3rd Tuesday 9:00-10:30 AM	Monthly, 2 nd Tuesday 11:30 AM – 1:00 PM	Bi-monthly, 3 rd Thursday 9:30-11:00 AM	Bi-monthly, 1 st Thursday 1:30-3:00 PM	Various Thursdays 11:00 AM-12:30 PM
September 20 October 18 November 15 December 13	September 14 (Joint) October 19 November 16 December 14 (Joint)	September 14 (Joint) October 12 November 9 December 14 (Joint)	September 16 November 18	(none)	October 7 November 4 December 2

**Incarceration Prevention and Reduction Task Force
Steering Committee
Meeting Summary for June 3, 2020**

Note: Agenda item links to YouTube video are functional at the time this meeting summary was created, however YouTube links may change. Links will not be updated. Please refer to time notation on each agenda item.

1. Call to Order

Committee Chair Barry Buchanan called the meeting to order at 11:00 a.m. in the County Council Conference Room, 311 Grand Avenue, Bellingham.

Members Present: Barry Buchanan, Anne Deacon, Caleb Erickson, Arlene Feld, Stephen Gockley, Dan Hammill, Jack Hovenier, Raylene King, Mike Parker, Tyler Schroeder

Members Absent: None

2. [Items for next Task Force agenda \(00:04:19\)](#)

Committee members discussed how to present information to the full Task Force regarding the Information Needs and Data Exchange (INDEX) Committee:

- Next steps for the committee, and where the committee should be heading
- Is INDEX Committee looking at and answering the questions it needs to answer
- How to incorporate the Government Alliance and Racial Equity (GARE) concepts into the INDEX Committee
- The possibility of hiring a consultant to guide the discussion and direction for INDEX
- Start with a recap of the INDEX Committee charge, questions that were fed into the committee, why they formed the committee as it is now, whether they've answered the questions, whether systems have improved. Understand the baseline and background.
- The need for a complete picture of the criminal justice system as a whole. They don't have good data on how well they are keeping people out of jail.
- The hope is for a repository of information that lives at a level higher than the agency level, and that can gain information from police, courts, Sheriff's Office, and other agencies. Who should develop that repository, and where should that central repository live?

***Incarceration Prevention and Reduction Task Force
Steering Committee
Meeting Summary for May 6, 2021***

- Remove the content regarding the Acadia Health Services substance use disorder (SUD) treatment, because it has not been before the Behavioral Health Committee or Task Force

3. [INDEX Committee \(00:41:00\)](#)

Gockley and Hovenier reported on a discussion with the chair of the INDEX Committee, Barry Buchanan, and Jill Nixon to address challenges facing the INDEX Committee, including:

- The lack of ability to collate the data across all the different case management systems in the criminal justice system
- Some stakeholders have not or may not be able to share their data
- New data systems coming online in the next 12 to 24 months
- The possibility of contracting with a consultant expert to optimizing the INDEX Committee's work output and efficiency
- Whether the Task Force needs to reconsider the purpose and/or membership of the INDEX Committee
- The need for the Task Force, as the policy arm of the INDEX Committee, to provide direction to the technical group, in light of the current challenges
- The need for transparent race and ethnicity data in all systems, to implement the racial equity toolkit and understand the demographics of those in the behavioral health and criminal justice systems

4. **IPRTF Strategic Plan**

This item was not discussed.

5. **Communications Strategy**

This item was not discussed.

6. **The [America Rescue Plan Act](#)**

This item was not discussed

[Join Government Alliance on Race and Equity \(GARE\)](#)

This item was not discussed.

8. **Other Business**

There was no other business.

9. **Public Comment**

I. Background

Whatcom County Incarceration Prevention and Reduction Task Force is a County Council-appointed body of local elected officials, law enforcement and criminal justice officers, courts, citizens, public health professionals, and social service agencies to reduce incarceration through enhanced services along the entire continuum of care, from prevention to post-incarceration.

People with mental illness and chemical dependency have a significant impact on the criminal justice system, jail population, and emergency medical system. Many people return to jail or the emergency room repeatedly as a result of behavioral health struggles. These individuals, and the community as a whole, are better served through robust prevention, treatment, and diversion programs.

Since the Task Force was founded in 2015, it has achieved a number of major accomplishments in the community. However, those efforts have largely gone unnoticed by our residents. Therefore, the Task Force will engage a communications strategist individual or team to assist us with improving our public communication efforts.

II. Statement of Work

1. Phase 1 - Develop and implement communications campaign

Goal: Work with the IPRTF and its Steering Committee to create a public communication campaign for 3 or 4 Task Force initiatives, projects, key focus areas, activities, or messages to communicate to the target audience(s). The goal of the campaign is to significantly raise awareness of and educate the community about recent achievements and current and future activities. A successful campaign will use public communication best practices that will enhance and optimize the IPRTF's current efforts with:

- Public information and outreach
- Consultation that requests feedback from the public
- Public participation that engages the public in informed dialog with the Task Force

Tasks:

Meet (in-person or remotely) with Steering Committee to:

1. Review overall goals, expectations, and outcomes of the contract
2. Review and refine a core message for 3 or 4 Task Force initiatives and projects
3. Discuss potential target audience groups for each core message
4. Review the Task Force's current communications efforts and capabilities and discuss potential improvements

Draft Scope of Work for Consultant on IPRTF Communications Strategy

Analyze and recommend (via written and/or phone consultation) a campaign strategy that can be implemented immediately. The recommendation will include, for each initiative or project:

1. Final, refined message
2. Target audience group, including local media
3. A toolkit of messaging materials
4. Content distribution channel(s) and/or strategy

Coordinate and conduct campaign for each initiative, once approved by the full Task Force.

All content and messaging must use plain language, using the federal plain language guidelines.

See: <https://www.plainlanguage.gov/>

Develop a process for evaluating the success of the communication campaign.

2. Phase 2 - Develop communications framework for future achievements and initiatives

Goal: Develop a communications framework that the Task Force, Steering Committee, and staff can implement when future achievements and initiatives arise. A successful communications framework will:

- Create a standardized process and design for a variety of different topics and key messages
- Define best practices and guidance for creating engaging content and messaging
- Include a toolkit of communication materials that can be used as templates for future communications
- Determine the most effective content distribution channels for each target audience group

Tasks:

Educate and provide written tips and guidance to the IPRTF members and/or staff on how to create an effective message and content that is tailored to a specific audience, using best practices for public communication of local government information. Task Force members should be able to create a targeted message on a topic and direct staff to develop and deliver related content.

Create templates for content and outreach materials that can be used in future campaigns, such as brochures, infographics, community presentations, press releases and other media announcements, newsletters, social media content, and other marketing materials

Identify all potential target audience groups, such as policy-makers, Tribes, BIPOC community, low-income communities, individuals with lived experience in the criminal justice system, service providers, partner agencies, business owners and employees, local media, community influencers, etc.

Analyze and identify where the target audience groups get their news and how they prefer to engage with local government.

Determine the most strategic communication methods for each target audience group, including: content attributes (for example, the effectiveness of personal stories vs. data), outreach materials, and distribution channels, such as optimizing the use of the County website, direct outreach, social media, speaking at events, public forums, infographics, newsletters, traditional media, and other materials, etc..

Evaluate the current communication efforts to determine what is working, what is not working, and what is missing.

Create a final report to the Task Force that includes:

1. An Excel spreadsheet that lists all target audience groups and the appropriate content type and distribution channel(s) for each group
2. Templates for future marketing and outreach materials
3. Recommendations for improvements to existing communications efforts

III. Qualifications

The individual consultant and/or team should have:

- Minimum of 4 years' experience in a marketing communications field
- Minimum of 2 years' experience with web-based marketing campaigns
- Demonstrated experience in public relations and communications from a government agency
- Excellent writing/editing and verbal communication skills
- Graphical design and layout experience
- Knowledge of social media strategies highly desired

EXHIBIT "B"
(COMPENSATION)

I. Budget and Source of Funding: The source of funding for this contract, in an amount not to exceed x

The budget for this contract, at a rate of \$X/hour, is as follows:

*Cost Description	Documents Required Each Invoice	Estimated Hours	Budget
Steering Committee Meeting(s)	Meeting attendance	2-4	
Research & Analysis: Phase 1	Summary report of activities completed and/or meetings attended, incl. date and hours spent and names of stakeholders to whom outreach was conducted		
Messaging & Campaign Development			
	Campaign materials		
Phase 1 campaign implementation	Summary report of activities completed and/or meetings attended, incl. date and hours spent and names of stakeholders to whom outreach was conducted		
Research & Analysis: Phase 2			
Messaging & Template Development	Messaging & other document templates		
Phase 2 framework development	Summary report of activities completed and/or meetings attended, incl. date and hours spent and names of stakeholders to whom outreach was conducted		
Messaging and content best practices & guidelines development	Written best practices, guidelines, and tips for development messages & content		
Framework education & guidance to IPRTF, Steering, and/or staff	Meeting attendance	2	
Final Report Development	Final Report		
TOTAL			

Incarceration Prevention and Reduction Task Force

9:00 - 11:00 a.m., September 20, 2021, Remote-only virtual meeting

If you require special assistance to participate, please contact the County Council Office at least 96 hours in advance.

Packet Pages

1. **Call to Order**

2. **Criminal Justice System Racial and Ethnic Data Collection** X - X
Presentation and Discussion/ [Dr. Alexis Harris](#), Professor of Sociology, University of Washington

3. **Update on police reform legislation (IPRTF Acting as the Law and Justice Council)** X - X
Discussion/Ramel? and Shewmake (confirmed)

4. **Recommendations for expenditures of ARPA funds???** X - X
Discussion/Co-Chairs, Heather Flahert

5. **Committee Updates**
Please review committee meeting summaries in the agenda packet. Co-Chairs may report on any additional items not included in committee summaries.

6. **Other Business**

7. **Public Comment**

8. **Adjourn**

DRAFT

Note: For a committee, a motion to amend the rules and procedures requires either: a. a two-thirds majority if there is no notice, OR b. a majority if there has been notice. (§34, #7)

INCARCERATION PREVENTION AND REDUCTION TASK FORCE MEETING RULES AND PROCEDURES

Adopted October 5, 2015

Amended February 5, 2018

Membership and Quorum

Task Force membership and terms are set by ordinance. A quorum of at least 51% of the **entire*** membership shall be present to perform official business including decision-making, motions, recommendations and elections.

Motions shall be approved if the number of votes in favor of the motion is at least a majority or two-thirds (as required by Robert's Rules of Order) of the members present during the vote.

Proxy/Representatives

Task Force members are encouraged to designate proxies to attend and participate, with full voting rights, in any Task Force or committee meeting in their absence. Task Force members may also request Task Force approval to assign a representative to permanently represent them, with full voting rights, on any subcommittee to which they are not assigned.

Officers

Two Co-Chairs shall be elected by a simple majority of the Task Force to serve two-year terms.

Meeting Format

The meetings of the Task Force shall be open and accessible to the public and comply with the Open Public Meetings Act. Each meeting shall allow for public comment during a designated time. Robert's Rules of Order shall be followed for decision-making during meetings. The Co-Chairs shall submit a meeting agenda to the Task Force membership at least one week prior to the meeting.

Schedule of Meetings

The Task Force shall meet no less than quarterly.

Staffing

The staff support for the Task Force shall be supplied by the Whatcom County Council, County Executive's Office and Health Department as set by ordinance. Staff shall keep a written record of the Task Force meetings.

Ad-Hoc Committees

The Task Force may form and appoint ad hoc committees so long as at least two Task Force members serve on the ad hoc committee as required by ordinance.

Other Business Rules

The Task Force shall comply with the requirements of the ordinance establishing this Task Force.

***Entire membership is defined by Robert's Rules of Order as the entire number of people currently appointed or assigned to the group, not including vacant positions.**

Incarceration Prevention and Reduction Task Force: Steering Committee

Meeting Summary for August 12, 2021

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1. Call to Order

Committee Chair Barry Buchanan called the meeting to order at 11:00 a.m. The meeting was held via remote-only Zoom Webinar.

Members Present: Barry Buchanan, Anne Deacon, Arlene Feld, Stephen Gockley, Dan Hammill, Jack Hovenier, Raylene King, Mike Parker, Tyler Schroeder

Members Absent: None

2. [Attorney General information on police reform legislation \(00:48:25\)](#)

Committee members discussed the Attorney General memo:

- Whether the memo could help the Task Force through the policing issues
- Get feedback on the memo from law enforcement;
- The possibility of bringing it to the full Task Force as the Law and Justice Council at the September meeting
- Outstanding questions that the memo doesn't address
- Frame the conversation at the IPRTF meeting to just disseminate information
- The Task Force being limited in what it can do on this issue
- Invite Representatives Ramel and Shewmake to the next IPRTF meeting, to provide their background of what was developed
- Regarding the response to mental health calls, the information about what law enforcement can and can't do isn't held in one place, and there may need to be definitive documentation about the commitment at this point in time
- In the IPRTF discussion, allow new and local information only in the discussion, and information that needs to be shared across all stakeholders
- IPRTF discussion of this item as the Law and Justice Council

3. [IPRTF Communications \(01:03:30\)](#)

Jill Nixon, Council Office Legislative Coordinator, updated the committee on the draft scope of work for a communications strategy consultant and requested information on a potential budget.

- Recent communication efforts in other departments
- Whether they need ongoing work from a consultant
- The goal of the scope of work: specific communications campaigns vs an ongoing communication strategy
- Look at the annual report sequential intercept model for important topics
- Next steps include
 - Ask subcommittees to define specific communication messages for a campaign, including one thing they've done and one area they will concentrate on in the next year, and bring those suggestions back to Steering Committee.
- Who would implement an ongoing communication strategy

Incarceration Prevention and Reduction Task Force: Steering Committee

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4. [Amendment to the IPR Task Force Rules of Procedure for purpose of decision-making \(01:29:02\)](#)

Hovenier reported on the need to be clear in the Rules of Procedure about whether any formal action would be approved by a majority of the total membership or a majority of the members present at a meeting.

Committee members discussed:

- The impact of vote abstentions
- The requirement from courts to abstain to maintain impartiality
- The possibility of creating a mechanism for someone to abstain that would not count as a “no” vote
- Definition of a quorum

The committee members concurred to present to the full Task Force a proposed bylaw amendment that formal action would be approved by a 51 percent of a quorum, not a majority of all members.

This item will be held to the next Steering Committee.

5. **Agenda items for September 20 IPR Task Force**

See discussion of the other agenda items.

6. [Government Alliance on Racial Equity \(GARE\) Membership \(00:01:23\)](#)

Gordon Goodwin, presented information on the program, including:

- There are 320 member-jurisdictions, including counties, cities, regional governments, and independent government departments
- GARE is a movement of racial equity practitioners who work in government
- Focus of the work is around normalization aspects, such as this meeting’s land acknowledgment statement
- How jurisdictions begin to do the work of change, such as looking at data for those who are at-risk and/or underserved
- Root cause analysis of the data will show the barriers to government services, including fines and fees and complaint-based systems, so that the everyday experience of those experiencing inequity shows up in their analysis
- They must involve those closest to the problem through their input and insight to get a better solution
- Normalize conversations about race so they can have a shared set of understanding and terminology
- Organize and operationalize use of racial equity tools and analysis and action plans that are incorporated into other planning, such as budget and land use planning
- The focus of their work is on those who are working within government and racial equity practitioners
- Support network is peer-based, includes workshops, and brings together those in the network to exchange information about what is working and not working and what they’re trying
- Use of America Rescue Plan Act (ARPA) monies to rethink how they do policing, how they begin to work further upstream, and how to engage other systems that would prevent incarceration, such as investments in small businesses and determining what jurisdictions can do to support minority- and women-owned businesses

Goodwin and the committee members discussed specific subject matter cohorts available through GARE, such as finance or criminal justice; evidence-based data collection in policy formation, evaluation, and accountability; GARE partners ArcGIS Data and Maps (formerly Esri Data & Maps) working to develop cross-platform data

Incarceration Prevention and Reduction Task Force: Steering Committee

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collaboration systems; local data services organization, and; the MacArthur Foundation work that will live in GARE as a cohort to track indicators of certain services, such as diversion.

Recommendations for development of the local Racial Equity Commission includes:

- Create a timeline of jurisdictional issues with racial inequity and racial equity to document what happened in the past, to create a community education opportunity
- The Commission can make suggestions about how government and other institutions might be able to explore the things it needs to do to acknowledge what happened, which is important for atonement, and then start having a conversation about what they are prepared to do to make things better for the future
- Acknowledge, atone, and make things better
- Give the Commission time to put together a workplan that includes a learning opportunity for the public

Goodwin and the committee members continued to discuss:

- The City of Bellingham proposed resolution declaring racism a public health risk
- Changing zoning regulations, including housing
- Public education on Native American history and current problems
- Making clear the connections between past relationships and current circumstances
- How history is often told from the perspective from the “survivor” or “winner” and there is often more than one side of it

Goodwin spoke about how the County, as a member of GARE, would advance their goals. GARE is redesigning its program now, and their services are under review. For moving forward, they will have increased and more intensive levels of exchange across the network. This will include increased resources brought to the network through the GARE member portal, published multiple times per month. There is an open platform for exchanging information about resources. They will be tracking the interests discussed in the network to engage a special level of exchange, including issue-specific working groups. The redesign process will occur through the end of the year. The annual membership meeting is the most significant exchange of information.

7. Other Business

There was no other business.

8. Public Comment

There were no public comments.

9. Adjourn

The meeting adjourned at 12:35 p.m.