

Wednesday, November 18, 2020
College Place Youth Advisory Commission

4:00 PM

Zoom Attendee Link: <https://zoom.us/j/92685481043>

Meeting may be viewed at: Live Stream on City of College Place, Washington YouTube at https://www.youtube.com/channel/UCbx3qrqzLDL_05NusReSI-g/featured

Or you may call this number to listen: 1-669-900-9128 ID# 926 8548 1043

1. OPENING ITEMS

Subject :	1.01 Call To Order
Meeting :	Nov 18, 2020 - College Place Youth Advisory Commission
Category :	1. OPENING ITEMS
Access :	Public
Type :	Procedural
Subject :	1.02 Roll Call
Meeting :	Nov 18, 2020 - College Place Youth Advisory Commission
Category :	1. OPENING ITEMS
Access :	Public
Type :	Procedural

Public Content

Members:

Walla Walla University Representatives:

- Savannah Rose Walker
- Joshua Penado

College Place High School Representatives:

- Audrey Reeves
- Mayra Campa

Walla Walla Valley Academy Representatives:

- Eli Stanciu Jr.

Staff:

Mike Rizzitiello - Administrator

2. CONSENT AGENDA

Subject :	2.01 Approve Agenda for 11/18/2020
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Meeting :	Nov 18, 2020 - College Place Youth Advisory Commission
Category :	2. CONSENT AGENDA
Access :	Public
Type :	Action (Consent)

Consent

Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure by Alice Sturgis, 4th Edition, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

Subject :	2.02 Approve Minutes from 2-26-2020
Meeting :	Nov 18, 2020 - College Place Youth Advisory Commission
Category :	2. CONSENT AGENDA
Access :	Public
Type :	Action (Consent), Minutes

File Attachments

[2-26-2020-meeting minutes.pdf \(57 KB\)](#)

Consent

Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure by Alice Sturgis, 4th Edition, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.

3. PRESENTATIONS

Subject :	3.01 Neighborhood Outreach
Meeting :	Nov 18, 2020 - College Place Youth Advisory Commission
Category :	3. PRESENTATIONS
Access :	Public
Type :	Discussion
Subject :	3.02 Light Up the Avenue Update
Meeting :	Nov 18, 2020 - College Place Youth Advisory Commission
Category :	3. PRESENTATIONS
Access :	Public

Type :	Discussion
Subject :	3.03 Library Status
Meeting :	Nov 18, 2020 - College Place Youth Advisory Commission
Category :	3. PRESENTATIONS
Access :	Public
Type :	Discussion

4. ACTION ITEMS

Subject :	4.01 Election of Leadership positions for Academic Year
Meeting :	Nov 18, 2020 - College Place Youth Advisory Commission
Category :	4. ACTION ITEMS
Access :	Public
Type :	Action
Recommended Action :	Elect Chair, Vice Chair, Secretary and Treasurer for 2020-2021 Academic Year for the Youth Advisory Commission.

Public Content

Roles and responsibilities are located here:https://library.municode.com/wa/college_place/codes/code_of_ordinances?nodeId=TIT2AD_CH2.26YOADCO_2.26.050OF

Subject :	4.02 Open Public Meetings Act education
Meeting :	Nov 18, 2020 - College Place Youth Advisory Commission
Category :	4. ACTION ITEMS
Access :	Public
Type :	Information

Public Content

As part of accepting appointment to serve on the Youth Advisory Commission, members have the responsibility to attend public meetings.

The Washington Open Public Meetings Act (OPMA) requires that all meetings of governing bodies of public agencies, including cities, counties, and special purpose districts, be open to the public. A "meeting" under the OPMA occurs when a quorum of a city council, board of county commissioners, or other governing body (including certain kinds of committees) gathers with the collective intent of transacting the governing body's business. In order to be valid, ordinances, resolutions, rules, regulations, orders, and directives must be adopted at meetings conducted in compliance with the OPMA.

File Attachments

[OPEN GOVERNMENT TRAINING.wizard.pdf \(422 KB\)](#)

[CP_CERTIFICATE-OF-TRAINING-TEMPLATE.doc \(348 KB\)](#)

5. REPORTS

6. CLOSING ITEMS

Subject :	6.01 Adjourn
Meeting :	Nov 18, 2020 - College Place Youth Advisory Commission
Category :	6. CLOSING ITEMS
Access :	Public
Type :	Procedural

College Place Youth Advisory Commission (Wednesday, February 26, 2020)

Generated by Carolyn Holm on Wednesday, February 26, 2020

1. OPENING ITEMS

1.01 Call To Order

1.02 Roll Call

PRESENT:

Commission Members Eli Stanciu Jr. – Chair, Walla Walla Valley Academy representative;
Ethan Jansen - Walla Walla Valley Academy representative;
Eric Welch – Walla Walla University representative;
Juliana Hoffman – Walla Walla University representative

Staff City Administrator, Mike Rizzitiello
Deputy City Clerk, Carolyn Holm;
Police Chief, Troy Tomaras

MEMBERS EXCUSED: Samanta Valladares – College Place High School representative;

MEMBERS ABSENT: Neil Wright – College Place High School representative;

2. CONSENT AGENDA

2.01 Approve Agenda for 2/26/2020

2.02 Approve Minutes from 1/29/2020

Commissioner Welch made a motion to approve the consent agenda. Second by Commissioner Jansen and the motion passed 4-0.

3. PRESENTATIONS-None

4. ACTION ITEMS

4.01 Lions Park Renovations

Mr. Rizzitiello informed the City will be submitting another grant application to RCO for Lion's Park. He reviewed the plans to renovate the park in detail. Discussion ensued. Mr. Rizzitiello requested a letter of support from the Commission to attach to the grant submission. He stated he is working to get many letters of support because it helps improve scoring for grant seating. The grant applications are due in May.

Commissioner Hoffman made a motion to authorize Eli Stanciu Jr.-chair to sign the letter of support on behalf of the Commission. Second by Commissioner Welch and the motion passed 4-0.

4.02 Open Government Training

Mrs. Holm reviewed the open government training needed for Commission members. The Open Public Meetings Act (RCW 42.30) training is approximately 16 minutes and can be done independently or with the Commission now. Discussion ensued. Commission members agreed to complete the OPMA training independently and submit certificates of completion to Mrs. Holm at the next meeting.

4.03 Police Year End Report

Chief Tomaras reviewed the 2019 Annual Police Department report stats from the department for 2019. He touched on administrative support services, patrol statistics, investigation statistics, School Resource Officer (SRO) statistics, Special Enforcement Officer (SEO) activity, professional standards, crime and traffics statistics and 2019 department accomplishments. Discussion ensued.

5. REPORTS - None

6. CLOSING ITEMS

6.01 Adjourn

Commissioner Jansen made a motion to adjourn at 4:56 p.m. Second by Commissioner Welch and the motion passed 4-0.

Approved:

Eli Stanciu Jr.- Chair

Attest:

Carolyn Holm – Deputy City
Clerk

The foregoing minutes are the official record of the Youth Advisory Commission meeting that occurred February 26, 2020. Further detail may be obtained by reviewing the actual audio recording made during this session.

OPEN GOVERNMENT/ PUBLIC RECORDS ACT TRAINING

HOW TO TAKE ONLINE OPEN GOVERNMENT TRAINING THROUGH THE WASHINGTON STATE ATTORNEY GENERAL'S OFFICE WEB PAGE



STEPS

1. Click [here](#) to access the “Washington State Attorney General’s Office Open Government Training Web Page.”
 2. Scroll down to the “Open Government Training Curriculum.”
 3. Select the training lesson(s) you need to take. In sum, within 90 days of appointment/taking office and at intervals of no more than 4 years thereafter:
- Members of multimember **governing bodies** need to take open public meetings training. (Lesson 3). The members of governing bodies who are **elected local or statewide officials** must also take basic records training. (Lessons 2 & 4).
 - Other **elected local and elected statewide officials** must take basic records training. (Lessons 2 & 4)
 - Here is an example of what the page looks like.

Open Government Training Curriculum - Resources

Lesson (1) is a general overview. Lesson (2) provides basic training and other resources on the Public Records Act. Those resources include a training video, PowerPoint, and other educational materials such as legislative updates. Lesson (3) provides training and other resources on the Open Public Meetings Act. Those resources include a training video, PowerPoint, and other educational materials such as legislative updates. Lesson (4) provides basic records retention and management training. Lesson (5) provides supplemental Public Records Act training, designed especially for Public Records Officers. See Q & A guidance above to learn which lessons agency officials and staff must take.

- **Lesson 1:**
 - [Open Government Overviews and General Principles](#)
- **Lesson 2:**
 - [Public Records Act Basics - RCW 42.56](#)
- **Lesson 3:**
 - [Open Public Meetings Act - RCW 42.30](#)
- **Lesson 4:**
 - [Records Management and Retention Basics - RCW 40.14](#)
- **Lesson 5:**
 - [Supplemental Public Records Act Training - RCW 42.56](#)



MEMBERS OF GOVERNING BODIES & ELECTED LOCAL AND ELECTED STATEWIDE OFFICIALS



- If you need open meetings training ([RCW 42.30.205](#)):

Watch the **Open Public Meetings Act** (RCW 42.30) **Lesson 3 video*** (16 minutes) or review the **PowerPoint/PDF** below the video.



- If you need records training ([RCW 42.56.150](#)):

Watch the **Public Records Act Basics** (RCW 42.56) **Lesson 2 video*** (30 minutes) or review the **PowerPoint/PDF** below the video.

+ And

Watch the **Records Retention and Management Basics** (RCW 40.14) **Lesson 4** webinar [video](#) (39 minutes), linked in the lesson. The video is "A Primer for Public Records," provided by the Washington Secretary of State - State Archives.



- **Last step: If you want to document the training (recommended):**

Fill out the certificate and give it to Lisa or Carolyn.

1. Insert your name.
 2. Insert date you completed the training.
 3. Sign the certificate.
-

Send certificate of completion to clerk@cpwa.us for City recordkeeping.

We appreciate your time and attention in becoming educated in the Open Government and Public Records Act education.

If you have questions, please contact Lisa Neissl (509) 394-8511 or Carolyn Holm (509) 394-8569.

CERTIFICATE OF TRAINING

Your Name Here

Completed the following training:

- ☐ **Open Public Records Act Training** (RCW 42.56)
- ☐ **Open Public Meetings Act Training** (RCW 42.30)
- ☐ **Records Retention/Management Act Training** (RCW 40.14)

Date Training Received: **[Date]**

Sponsor : City of College Place

Format:

- Online Training (including webinars): [\[atg.wa.gov/open-government-training\]](http://atg.wa.gov/open-government-training) Lessons 2, 3 & 4

I hereby certify that I received this training:_____

Signature & Position or Title