

**Title 2A
ADMINISTRATION**

UPDATED: August 13, 2024

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 BOARDS AND COMMITTEES**
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**2A.300 DEPARTMENT OF COMMUNITY AND HUMAN SERVICES – RELATED
 BOARDS AND COMMITTEES**

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- 2A.300.200 Health through housing advisory committee.
- 2A.300.510 Children and youth advisory board.
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2A.300.050 King County behavioral health advisory board.

A. There is hereby created the King County behavioral health advisory board. The board shall act in an advisory capacity to the executive on behavioral health policy, programs and services. The board shall serve and function as the behavioral health advisory board pursuant to RCW 71.24.300 until such time as the statutory reference to the board is repealed. The board shall also serve and function as the crisis care centers levy advisory body under Ordinance 19572.

B.1. The board shall be composed of no less than nine and no more than eighteen members, as determined by the executive.

2. The executive shall appoint the members of the board, subject to confirmation by the council as provided in K.C.C. 2.28.002.

3. The board's composition shall be broadly representative of the community and geographical and demographic mix of the populations served. The board's composition shall include at least one resident of each King County crisis response zone as defined by Ordinance 19572.

4. A majority of the board membership shall be made up of one or more of the following: persons having lived experience with one or more behavioral health conditions; parents or legal guardians of persons having lived experience with one or more behavioral health conditions; and persons self-identified as being in recovery from one or more behavioral health conditions. Behavioral health conditions include mental health or substance use conditions or both. At least two members must be persons who have previously received crisis stabilization services.

5. At least two board members must be persons with professional training and experience in the provision of behavioral health crisis care.

6. Law enforcement shall be represented on the board.

7. No more than four elected officials may serve as board members at any time.

8. Board members shall not be employees, managers or other decision makers of entities with which King County, acting as the region's behavioral health administrative services organization, contracts, who have authority to make policy or fiscal decisions on behalf of the entities.

9. One quarter of the initial board members shall serve a partial term of one year, one quarter of the initial board members shall serve a partial term of two years and the remainder of the initial board members shall serve a full term of three years. A full term shall be three years and board members may potentially serve up to two full three-year terms in addition to any partial term.

C. The board shall, subject to available resources and to its exercise of discretionary prioritization:

1. Serve in an advisory capacity to King County on matters concerning behavioral health conditions including education, prevention, treatment, crisis response, and service delivery in the region;

2. Advise the executive and council on matters pertaining to the implementation of the crisis care centers levy;

3. Participate with King County, in its capacity as the region's behavioral health administrative services organization to enhance the ability of the behavioral health system to work effectively and deliver high-quality services;

4. Participate with King County, in its capacity as the behavioral health organization to facilitate equitable access to education, prevention, treatment and recovery from behavioral health conditions;

5. Utilize and develop relationships with public and private agencies and organizations concerned with behavioral health conditions to advance the behavioral health system and drive system improvements;

6. Develop relationships with the community to promote integrated treatment of mental health, substance use, and physical health care services;

7. Represent the board and coordinate with other King County activities and endeavors intended to further the likelihood that the needs of individuals living with behavioral health conditions are considered and addressed as appropriate;

8. Provide input to the state on various regulatory, policy, and programmatic issues related to behavioral health;

9. Advocate for the needs of individuals living with behavioral health conditions at the local and state level;

10. Visit each existing crisis care center annually to better understand the perspectives and priorities of crisis care centers operators, staff, and clients;

11. Report on the crisis care centers levy to the council and community through online annual reports beginning in 2025; and

12. Perform the other functions specified in RCW 71.24.300.

D.1. The board shall elect members as chair and vice chair by a majority vote of its members. The terms of the chair and vice chair are two years.

2. The board shall adopt appropriate bylaws, including quorum requirements.

E. The department of community and human services shall provide ongoing administrative support to the board.

F. 1. In accordance with K.C.C. 2.28.006, board members who are neither employees of King County nor employees of other municipal governments, and who are not otherwise compensated for their participation on the board as part of a professional role, shall receive compensation for attendance at official board meetings and crisis care center visits. The compensation may only be paid a maximum of twice per month.

2. The initial compensation shall be seventy-five dollars per official board meeting or crisis care center visit and shall not exceed one-hundred fifty dollars per month before December 31, 2024. Beginning January 1, 2025, the compensation amount per meeting or visit shall be automatically adjusted annually, and every year thereafter, at the rate equivalent to the twelve-month change in the United States Department of Labor, Bureau of Labor Statistics Consumer Price Index for All Urban Consumers for the Seattle-Tacoma-Bellevue Statistical Metropolitan Area, which is known as the CPI-U. However, if the twelve-month CPI-U is negative, there shall not be an adjustment. (Ord. 19787 § 1, 2024: Ord. 18170 § 1, 2015).

2A.300.200 Health through housing advisory committee.

A. The health through housing advisory committee is created to provide advice to the executive and council and report annually to the council and community on the accomplishments and effectiveness of the expenditure of sales and use tax proceeds as authorized by K.C.C. chapter 4A.503 and RCW 82.14.530. Annual reporting to the council and the community shall include information on the allocation by jurisdiction of sales and use tax proceeds as authorized by K.C.C. chapter 4A.503 and RCW 82.14.530. No later than June 15 of each year, beginning with the first report to be filed by June 15, 2023, on behalf of the advisory committee, the executive shall electronically file the annual report and a motion that should acknowledge receipt of the report with the clerk of the council, who shall retain an electronic copy and provide an electronic copy to all councilmembers, the council chief and members and alternates of the regional policy committee, or its successor. The clerk of the council shall retain an electronic copy and provide an electronic copy to all councilmembers, the council chief of staff and the lead staff for the committee of the whole, or its successor.

B. The committee shall be comprised of between twelve and sixteen members to be appointed by the executive, in accordance with this section. Membership shall include:

1. Persons who have experienced homelessness;
2. Persons representative of racial and ethnic communities that are demographically disproportionately represented among persons experiencing chronic homelessness in King County;
3. Residents of cities with populations greater than sixty thousand persons and of unincorporated areas; and
4. Representatives from other county, city and subregional boards, commissions or committees to promote regional coordination and coordination across King County human services investments.

C. Before appointing members to the committee, the executive shall provide notice to the council, setting forth the name, biography and term of each proposed committee member. The executive shall send the notice electronically to the clerk of the council,

who shall retain an electronic copy and provide an electronic copy to all councilmembers, the council chief of staff and the lead staff for the committee of the whole, or its successor. Unless the council adopts a motion requesting changes to the proposed appointments within thirty days following receipt of the executive's notice, the executive may proceed with appointments set forth in the notice.

D. The executive shall establish initial terms of appointment, with one-third of positions having an initial term of two years, one-third of positions having an initial term of three years and the remainder of the positions having an initial term of four years. All subsequent terms shall be for four years. A person shall not serve on the committee for more than four consecutive years. (Ord. 19366 § 2, 2021).

2A.300.510 Children and youth advisory board.

A. For the purposes of this section:

1. "Best Starts for Kids children and youth strategies" means those strategies that are eligible expenditures as defined in Ordinance 19267, Section 4.C.1. and 2., Section 4.D. and Section 4.E.;

2. "Collective impact" means a process for achieving meaningful and sustainable progress on complex social issues that involves convening stakeholders across sectors and communities, who share a common vision and a shared agenda for assuring accountability and measuring results; and

3. "Youth Action Plan" means the Youth Action Plan approved under Motion 14378.

B. As recommended in the Youth Action Plan and as required by Ordinance 18088 and 19267, the King County children and youth advisory board is created to act in an advisory capacity to the executive and council to:

1. Assist King County policy makers as they consider outcomes, policies and investments for children and families and youth and young adults; and

2. Serve as the Best Starts for Kids children and youth strategies oversight and advisory body, including making recommendations on and monitoring the distributions of levy proceeds described in Ordinance 19267, Section 4.C.1. and 2., Section 4.D. and Section 4.E..

C. The goal of the board is to improve the health and well-being of children and youth by utilizing a collective impact model to implement strategies that focus on prevention and early intervention.

D.1. The board shall make recommendations to the executive and county council regarding children and youth services, consistent with the recommendations in the Youth Action Plan.

2. The board shall receive and review King County outcomes and data, recommending improvements and modifications to achieve outcomes and support strong data collection and indicator protocols.

3. The board shall assist the executive and the council with the comprehensive review and analysis of King County government's programs, services and outcomes for children, families, youth and young adults for alignment with other initiatives and coalitions that have outcomes identified for children, families, youth and young adults.

4. The board shall recommend policy, budget, and other findings to the executive and the council, ensuring alignment with other initiatives and coalitions that have

outcomes identified for children, families, youth and young adults.

5. The board shall participate with, track and report on efforts of partnerships, coalitions and networks throughout the region to inform the development of an aligned, region wide response that leads to improved outcomes.

6. The board shall be a forum for discussion and exchange of ideas in response to emergent needs, promising practices, and continuous improvement.

E. The board shall provide oversight for the Best Starts for Kids children and youth strategies outlined in the Best Starts for Kids implementation plan. The board shall:

1. Advise on development of indicators and targets for Best Starts for Kids children and youth strategies;

2. Monitor the distribution of best starts for kids levy proceeds; 3. Work in collaboration with executive staff on any recommended changes to the children and youth strategies in the Best Starts for Kids implementation plan; and

4. Consult on and review annual reports to the council and community that demonstrate transparency regarding the expenditure of levy proceeds and the effectiveness of the best starts for kids children and youth strategies in meeting the goals and outcomes established in Ordinance 19267.

F. The board may establish standing and ad hoc work groups focusing on specific components of children and youth services and Best Starts for Kids strategies. Individuals or representative from entities whose work is closely related to children and youth prevention and early intervention strategies may be invited to participate in work groups as nonvoting members.

G. Consistent with a collective impact model, the board shall:

1. Review and advise the executive and council on emerging and evolving best and promising practices to improve the health and well-being of children and youth;

2. Coordinate with other county boards and groups including, but not limited to, the steering committee to address juvenile justice disproportionality, the mental illness and drug dependency oversight board, the regional human services levy citizen oversight board and the veterans levy citizen oversight board, to maximize the impact of the county's children and youth services;

3. Serve as a forum to promote coordination and collaboration between entities involved in improving the health and well-being of children and youth; and

4. Coordinate and share information with other related external efforts and groups.

H. The board shall adopt rules governing its operations at its first meeting, which may be revised in subsequent meetings.

I.1. The board shall be composed of not more than forty members, at least five of whom shall be youth age twenty-four or under.

2. As required by Ordinance 18088, the board shall be comprised of a wide array of King County residents and stakeholders with geographically and culturally diverse perspectives.

3. Members of the advisory board shall be appointed by the executive and confirmed by the council.

J. Terms for members of the board shall be for three years.

K. In accordance with K.C.C. 2.28.006, youth members aged twenty-four years old and younger of the board who are neither employees of King County nor employees

of other municipal governments shall receive compensation. The initial compensation shall be one hundred twenty-five dollars per meeting and shall not exceed one hundred twenty-five dollars per month before December 31, 2022. Beginning January 1, 2023, the compensation amount per meeting and the maximum compensation amount per month shall be automatically adjusted annually, and every year thereafter, at the rate equivalent to the twelve-month change in the U.S. Department of Labor, Bureau of Labor Statistics Consumer Price Index for All Urban Consumers for the Seattle-Tacoma-Bellevue Statistical Metropolitan Area, which is known as "the CPI-U." However, if the twelve-month change in the CPI-U is negative, there shall not be an adjustment.

L. The board shall provide support to enable youth board members aged twenty-four years old and younger to earn service-learning hours and community service hours for their participation on the board, where participation so qualifies. (Ord. 19397 § 1, 2022; Ord. 18635 § 13, 2017; Ord. 18217 § 2, 2016).

2A.300.521 Communities of Opportunity-Best Starts for Kids levy advisory board (expires December 31, 2027*).

A. The Communities of Opportunity-Best Starts for Kids levy advisory board shall be structured as follows:

1. The board shall consist of a minimum of twenty members and a maximum of twenty-four members, as determined by the board;

2.a. Members of the board shall possess specific context or content experience related to improving health and well-being outcomes in communities with the greatest need for improvement, and shall be committed to the Communities of Opportunity section of the Best Starts for Kids implementation plan, as adopted by the council by ordinance. The commitment shall include a commitment to the principles of equity and social justice articulated in the Best Starts for Kids implementation plan as well as a commitment to evaluate and make potential decisions through the equity and social justice lens articulated in the Best Starts for Kids implementation plan. Members shall be committed to dismantling racism and assessing and rebuilding antiracist processes to be racially equitable. Members shall reflect the diversity in King County and shall reflect a range of backgrounds, including living in or working in affected communities, working in a community-based organization, nonprofit agency, intermediary organization, business or institution and having experience in the relevant subject matter areas of housing, health, social and community connection or economic prosperity. Members shall recognize that strategies may vary for different populations and in different locations of the county where there are inequitable health and well-being outcomes.

b.(1) The board membership is constituted as follows:

- (a) two members shall be appointed by Seattle Foundation;
- (b) one member shall be the county executive or designee;
- (c) one member shall be the chair of the county council or designee;
- (d) at least twenty percent of the advisory board members shall be community members who reflect demographic characteristics of the communities that qualify for funding in accordance with Communities of Opportunity funding guidelines and who are grassroots organizers or activists in those communities or who live in or have worked in those communities. Those members shall not be part of any Communities of Opportunity-funded groups. In addition, members shall possess lived experience and

deep connection to communities with whom Communities of Opportunity partners;

(e) at least two members of the board shall be members of the Communities of Opportunity community-partnerships representatives group;

(f) at least two members of the board shall be members of the Communities of Opportunity systems and policy change representatives group;

(g) at least two members of the board shall be members of the Communities of Opportunity learning community representatives group;

(h) at least one member of the board shall be from an Indigenous or Urban Native community-based organization or tribe, who is familiar with the impacts of racism on Native people, communities, tribes and nations;

(i) four general members with system or sector knowledge of each Communities of Opportunity result areas, with one member from each of the following sectors: affordable housing; health; economic opportunity; and civic engagement or community connection; and

(j) one nonvoting member who is the Communities of Opportunity director or designee.

(2) the current board shall make recommendations to the executive regarding appointments of new board members.

(3) The executive shall create an open application process that would enable individuals interested in serving on the board to submit a letter of interest via the Communities of Opportunity website. The board shall review and take into consideration letters of interest received from individuals before making appointment recommendations to the executive.

(4) All members shall be appointed by the executive and confirmed by the county council, except for the representative who is the chair of the council or designee, the representative who is the county executive or designee and the two members appointed by Seattle Foundation.

(5) In addition to considering the recommendations from the board, the executive shall consider appointment recommendations from King County councilmembers of individuals who have applied for a board position through the open application process described in subsection A.2.b.(3) of this section and who have been determined by the board, as appropriate, to meet the membership criteria for service on the board outlined in subsection A.2.a. of this section. Members shall be appointed to the positions described in subsection A.2.b.(1)(d), (e), (f), (g), (h), (i) and (j) of this section by the executive within thirty days of receiving recommendations from the board for appointees and the council shall confirm appointments to these positions by motion;

3. A minimum of thirty percent of the members appointed to the board in 2022 shall be new members who have not previously served on the board;

4. The two members appointed by the county and described in subsection A.2.b.(1)(b) and (c) of this section and the two members appointed by Seattle Foundation shall each serve until replaced by a new appointee;

5. The community-based partnerships, the systems and policy change, and learning community representatives on the board specified in subsection A.2.b.(1)(e), (f) and (g) of this section shall have terms of at least one year and no more than three years. The community-based partnerships, systems and policy, and learning community representative groups, comprised of one individual from a funded entity participating in

each of the funded partnerships or groups shall issue recommendations to the board regarding the potential appointees to fill the board positions specified in subsection A.2.b.(1)(e), (f) and (g) of this section and the term length of those potential appointees;

6. All other board members shall have two-year or three-year terms that may only be renewed one time, for up to three additional years;

7. The board shall either use a formal consensus process, in which a majority of all appointed members must participate and in which two or more members opposing a decision together may block it; or the board shall select and use another voting system. Meeting notes shall reflect all board decisions and the tally of members voting to accept or block a decision; and

8. The board shall have an established conflict of interest policy, requiring members to declare a conflict in advance of a board decision in which the members, their partners or spouses have a potential financial, fiduciary or employment conflict of interest, requiring members to recuse themselves from that decision and requiring members who represent entities with current Communities of Opportunity funding to declare a conflict in advance and to recuse themselves from board decisions related to those Communities of Opportunity-funded strategies or program activities.

B.1. The board shall make advisory recommendations to the executive and county council concerning the use of levy proceeds for the Communities of Opportunity element of the Best Starts for Kids levy, consistent with the council-adopted Communities of Opportunity section of the Best Starts for Kids levy implementation plan, make appointment recommendations to the executive as outlined in this section and evaluate letters of interest of individuals wishing to serve on the board to determine whether they meet the membership criteria under the requirements of this section.

2. The representative of the county council shall have the additional duty to seek input from all councilmembers before each meeting of the board on items known by this individual to be scheduled for discussion or decision at each board meeting.

C. Administrative support shall be provided to the board by the Communities of Opportunity staff team in the department of community and human services and public health - Seattle & King County.

D. Notice of meetings of the board shall be posted on the county Communities of Opportunity website and meetings of the board shall be open to the public to listen to and observe. In addition, when the board is considering or acting on determining the size of the board or making appointments to the board, it shall conduct its meetings in compliance with the Open Public Meetings Act of 1971, chapter 42.30 RCW. (Ord. 19399 § 1, 2022).

***Reviser's note: "Section 1 of this ordinance expires December 31, 2027." (Ord. 19399 § 2, 2022).**

2A.300.530 Veterans' advisory board.

A. As required by chapter 73.08 RCW,, the King County veterans' advisory board is created.

B. The King County veterans' board shall be composed of nine members to be appointed by the executive, in accordance with this section and RCW 73.08.035 solicitation requirements. In accordance with K.C.C. 2.28.002, appointments are subject to confirmation by the council.

C. Board members must reside in King County and be veterans as defined in RCW 73.08.005. No fewer than a majority of the board members shall be members from nationally recognized veterans' service organizations. Members shall be appointed to four-year terms, except as provided in subsection E. of this section.

D. The board shall:

1. Annually elect from its membership a chair;
2. Advise the executive and the county council on the needs of local indigent veterans, the resources available to local indigent veterans and programs that could benefit the needs of local indigent veterans and their families;
3. Advise the department of community and human services, or its successor, on the administration of the King County veterans' program. For the purposes of this subsection D.3., "King County veterans' program" means King County's chapter 73.08 RCW-required veterans assistance program; and
4. Meet at least four times per year to conduct the business of the board.

E. The executive shall establish initial terms of appointment, with one-third of positions having an initial term of two years, one-third of positions having an initial term of three years and the remainder of the positions having an initial term of four years. If a member vacates the member's position before the expiration of the member's term, the executive shall appoint an eligible replacement to serve out the balance of the vacated term, subject to confirmation by council. A person shall not serve on the board for more than four consecutive years.

F. The department of community and human services shall provide ongoing administrative support to the board. (Ord. 19781 § 1, 2024: Ord. 18785 § 1, 2018).

2A.300.540 Veterans, seniors, and human services levy advisory board.

A. The definitions in this subsection apply throughout this section unless the context clearly requires otherwise.

1. "Caregiver" means a person who cares for or supervises another person who requires care or supervision due to disability, chronic illness or a need for support in activities of daily living. "Caregiver" includes individuals providing care for a family member or someone with whom they have an ongoing personal relationship independent of their caregiver roles.

2. "Military servicemember" means a person who is serving as either an active duty, national guard member or a reservist member of the United States armed forces;

3. "Priority populations" means veterans and military servicemembers and their respective families, seniors and their caregivers, and resilient communities.

4. "Regional health and human services" means a wide range of those services, programs, operations and capital facilities that promote outcomes relating to healthy living, housing stability, financial stability, social engagement, service system improvement and service system access to meet basic human needs and promote healthy living and healthy communities, consistent with Ordinance 18555, Ordinance 19604, or any successive levy ordinances, unless otherwise required by ordinance.

5. "Regional impact initiatives" means those regional health and human services that provide or support responses to issues that affect all three of this levy's priority populations and which regional health and human services can help address such as, but not limited to, nonprofit health and human services workforce stability, language access,

responding to the regional homelessness crisis or addressing community safety.

6. "Resilient communities" means persons or communities that are susceptible to reduced health, housing, financial or social stability outcomes due to systemic and historical exposure to trauma, violence, poverty, isolation, bias, racism, stigma, discrimination, disability or chronic illness. Examples of resilient communities include but are not limited to: communities of color; immigrant and refugee communities; persons with disabilities; survivors of domestic violence and other gender-based violence; persons who identify as lesbian, gay, bisexual, transgender, queer, questioning, intersex or asexual; and survivors of human trafficking.

7. "Senior" means a person who is at least fifty-five years old.

8. "Technical assistance and capacity building" means assistance for providers of regional health and human services responding to requests for proposals or assistance to implement, improve, or expand their delivery of regional health and human services in King County.

9. "Veteran" means a person who has served as either an active duty, national guard member or a reservist member of the United States armed forces.

10. "Veterans, seniors, and human services levy" means the levies approved in 2017 and 2023 in accordance with Ordinance 18555, Ordinance 19604, and any successive levies, unless otherwise required by ordinance.

B. As required by Section 6.A. of Attachment A to Ordinance 18722, the veterans, seniors, and human services levy advisory board is created.

C.1. The board shall consist of thirty members. The executive shall appoint the members of the board in accordance with this section and subject to confirmation by the council in accordance with K.C.C. 2.28.002. Members shall be appointed to three year terms, except as provided in subsection C.4. of this section. Elected officials are ineligible for board membership while they hold office. All board members shall reside in King County. The board shall be constituted in a committee format, with three ten-member committees:

a. the veterans committee, which shall be comprised of veterans;

b. the seniors committee, which shall be comprised of seniors, caregivers for seniors, or other community members with relevant expertise or experience serving seniors or their caregivers. At least a majority of the members serving on the seniors committee shall be at least fifty-five years old; and

c. the resilient communities committee, which shall be comprised of individuals who are members of a resilient communities or other community members with relevant expertise or experience serving resilient communities. A potential resilient communities committee member's contribution to the committee's representativeness of the diversity of resilient communities in King County shall be considered in selecting a potential resilient communities committee member for nomination or appointment.

2.a. The King County council shall nominate to the executive for appointment to the board eighteen eligible persons. Six of the persons shall be nominated to serve on the veterans committee, six of the persons shall be nominated to serve on the seniors committee, and six of the persons shall be nominated to serve on the resilient communities committee. Of the persons nominated by the council, each councilmember shall nominate for appointment two persons. Nominations by the council for appointment to serve on the initial board shall include: a nominee from each of council districts one,

two, three, seven, eight and nine to serve on the initial veterans committee; a nominee from each of council districts three, four, five, six, seven, and eight to serve on the initial seniors committee; and a nominee from each of council districts one, two, four, five, six, and nine to serve on the initial resilient communities committee. When at least one council-nominated position on all of the board's committees becomes available, meaning the incumbent has served two terms on the board, is not nominated by council to serve an additional term on the board or declines nomination by council to serve an additional term on the board, the council may pass a motion to direct council district rotation for the council nominations for appointment to the available positions on the board's committees;

b. The city of Seattle shall nominate to the executive for appointment to the board three eligible persons, one to serve on the veterans committee, one to serve on the seniors committee, and one to serve on the resilient communities committee;

c. The Sound Cities Association, or its successor, shall nominate to the executive for appointment to the board three eligible persons, one to serve on the veterans committee, one to serve on the seniors committee, and one to serve on the resilient communities committee; and

d. The Seattle-King County Advisory Council for Aging and Disability Services, or its successor, shall nominate to the executive for appointment to the board two eligible persons to serve on the seniors committee.

3.a. If the executive does not appoint a person nominated under subsection C.2. of this section, then the executive shall request that the nominating entity nominate another eligible person. The executive shall identify in the appointment letter for each board member both the nominating entity and to which of the three committees the board member is being appointed.

b. In addition to those board members who the executive appoints after nomination under subsection C.2. of this section, the executive shall appoint two eligible persons to be members of the veterans committee of the board and two eligible persons to be members of the resilient communities committee of the board.

4.a. Of the board's initial veterans committee members, the six council-nominated members and one of the members appointed by the executive under subsection C.3.b. of this section shall be appointed to initial terms of two years.

b. Of the board's initial seniors committee members, the six council-nominated members and one of the Seattle-King County Advisory Council for Aging and Disability Services-nominated members shall be appointed to initial terms of two years.

c. Of the board's initial resilient communities committee members, the six council-nominated members and one of the members appointed by the executive under subsection C.3.b. of this section shall be appointed to initial terms of two years.

d. A person may serve no more than one additional term on the board after completing the person's first term, whether the first term is a partial or full term.

e. If a board member vacates before the expiration of the member's term a board position that was nominated by one of the entities listed in subsection C.2. of this section, the entity that nominated the person to the board position shall nominate an eligible replacement to serve out the balance of the vacated term. If a board member vacates before the expiration of the member's term a board position that was appointed by the executive under subsection C.3.b. of this section, the executive shall appoint an eligible replacement to serve out the balance of the vacated term.

D. The board shall:

1. Oversee the distribution of veterans, seniors and human services levy proceeds dedicated to promoting housing stability, healthy living, financial stability, social engagement, and service system access and improvement for the levy's priority populations;

2. Oversee the distribution of veterans, seniors, and human services levy proceeds for regional impact initiatives including investments for technical assistance and capacity building;

3. Adopt bylaws governing how the board discharges its duties, which bylaws shall specifically provide for a procedure by which the board or any of its committees may identify and provide advice to the county council or the executive on matters that affect the veterans, seniors, and human services levy specifically or the veterans, seniors and human services levy's priority populations generally;

4. Review and consult on annual reports on the veterans, seniors, and human services levy that are required by ordinance and that the executive provides to the county council, the regional policy committee or its successor, and the community;

5. Elect annually from its membership a chair and two vice chairs. The vice chairs shall be elected from each of the two committees to which the elected chair does not belong so that board leadership includes all three committees; and

6.a. Collaborate amongst the board's committees to achieve investment and oversight coordination of the entire veterans, seniors, and human services levy, with each committee specifically focused on overseeing the expenditure of proceeds for its respective veterans, seniors, and human service levy priority population and each committee specifically focused on providing advice on matters that uniquely affect its respective veterans, seniors and human service levy priority population.

b. The veterans committee shall oversee the distribution of the portion of the veterans, seniors and human service levy's proceeds expended for regional health and human services for veterans, military servicemembers, and their respective families. The veterans committee may also provide advice to the executive and council on matters uniquely affecting veterans, military servicemembers and their respective family members in King County.

c. The seniors committee shall oversee the distribution of the portion of the veterans, seniors, and human service levy's proceeds expended for regional health and human services for seniors and their caregivers. The seniors committee may also provide advice to the executive and council on matters uniquely affecting seniors and their caregivers in King County.

d. The resilient communities committee shall oversee the distribution of the portion of the veterans, seniors, and human services levy's proceeds expended for regional health and human services for resilient communities. The resilient communities committee may also provide advice to the executive and council on matters uniquely affecting resilient communities that are served by the veterans, seniors, and human services levy in King County.

E. In accordance with K.C.C. 2.28.006, the executive may propose and the council by ordinance may provide for per diem compensation for the board.

F. If the veterans, seniors, and human services levy expires or changes such that subsection D. of this section becomes impracticable, the executive shall within one

hundred twenty days from the date of the expiration or change transmit to the council a proposed ordinance to provide for the repeal or amendment of subsection D. of this section. (Ord. 19780 § 1, 2024: Ord. 18792 § 1, 2018).

2A.310 EMERGENCY MANAGEMENT

Sections:

2A.310.050 King County emergency management advisory committee.

2A.310.070 King County emergency management coordinating committee.

2A.310.050 King County emergency management advisory committee.

A. The King County emergency management advisory committee is hereby established. The committee shall act in an advisory capacity to the executive, council, and the office of emergency management on emergency management matters and facilitate the coordination of regional emergency planning in King County.

B. The committee shall be composed of members who represent the following emergency management interests, with each interest having one member except for the Sound Cities Association, which may have three members:

1. The Central Region Emergency Medical Services and Trauma Care Council;
2. Each city with a population of over one hundred thousand;
3. Electric and gas utilities;
4. The financial community;
5. The King County Fire Chiefs Association;
6. The King County Fire Commissioners Association;
7. The King County Police Chiefs & Sheriffs Association;
8. Local emergency planning committees;
9. The Port of Seattle;
10. Private business and industry;
11. The Puget Sound Educational Service District;
12. The American Red Cross serving King County;
13. Water and sewer districts;
14. The Sound Cities Association;
15. The Washington Association of Building Officials;
16. The King County executive or designee;
17. The King County department of natural resources and parks;
18. The King County department of local services;
19. The King County Metro transit department;
20. The King County department of executive services;
21. The public health - Seattle & King County;
22. The Muckleshoot Tribe;
23. The Snoqualmie Tribe;
24. The sheriff's office;
25. The Northwest Healthcare Response Network; and
26. A faith-based organization prepared to provide emergency relief services to the public.

C. The scope and charge of the committee is to:

1. Advise King County on emergency management issues and facilitate coordination of regional emergency planning in King County;

2. Assist King County in the development of programs and policies concerning emergency management; and

3. Review and comment on proposed emergency management rules, policies or ordinances before the adoption of the rules, policies, or ordinances.

D.1. The executive shall appoint regular members and one alternate member for each regular member of the committee, subject to confirmation by the council.

2. Individuals serving as regular members of the committee shall be the chair of the association or designee if an association or agency is named as a member. Individuals serving as alternate members of the committee shall be designated by the association if an association or agency is named as a member. This includes the Sound Cities Association, which shall designate the individuals to serve as its regular members and alternates.

3. Individuals serving the committee from industry groups or a faith-based organization shall be recruited with the assistance of those entities.

4. A regular or alternate member of the committee shall serve a term of three years or until the regular or alternate member's successor is appointed and confirmed as provided in this section. The terms of office shall be staggered consistent with K.C.C. chapter 2.28.

5. Memberships are not limited as to numbers or terms, but regular and alternate members shall participate in a reappointment process every three years. Reappointment is subject to confirmation by the county council.

6. A vacancy shall be filled for the remainder of the term of the vacant position in the manner described in the initial appointment.

E.1. The committee shall elect a regular committee member as chair by a majority vote of committee members. The term of the chair is one year.

2. The committee shall adopt appropriate bylaws, including quorum requirements.

F. The office of emergency management shall provide ongoing administrative support to the committee.

G. Members of the committee shall serve without compensation. (Ord. 19741 § 26, 2023: Ord. 19592 § 8, 2023: Ord. 18791 § 13, 2018: Ord. 18777 § 10, 2018: Ord. 18660 § 1, 2018: Ord. 17894 § 2, 2014: Ord. 17160 § 1, 2011: Ord. 16145 § 2, 2008: Ord. 15252 § 1, 2005: Ord. 14498 § 2, 2002: Ord. 14199 § 22, 2001: Ord. 13623 § 1, 1999. Formerly K.C.C. 2.36.055).

2A.310.070 King County emergency management coordinating committee.

A. The King County emergency management coordinating committee is hereby established. Except as otherwise provided by state law, the committee shall be the coordinating body for emergency management issues concerning King County government. The committee shall act in an advisory capacity to the office of emergency management to promote, advise, assist, and review emergency management issues and to enhance preparedness for King County employees and the departments and other county entities that they serve, on behalf of the county's residents and other constituents.

B. The committee shall be composed of members drawn from within King County government and shall include, but not be limited to, at least one representative from each county department and agency and the office of emergency management, as determined appropriate by the head of each department or agency. The director of office of emergency management, or designee, shall chair the committee.

C. The committee shall:

1. Address issues and concerns relating to emergency preparedness, planning and response brought forward by members on behalf of the department or agency they represent;

2. Assist in the review, development and maintenance of the King County Comprehensive Emergency Management Plan;

3. Assist in the review, development and maintenance of department and agency continuity of operations plans;

4. Participate in regional strategic planning to identify and document objectives that will strengthen resilience;

5. Provide input to the Federal Emergency Management Agency's annual Core Capabilities assessment and the analysis and documentation of strategic planning accomplishments and gaps;

6. Assist in the review, development and maintenance of any other plans, programs, rules and policies concerning emergency management, as requested by the office of emergency management and consistent with state law; and

7. Meet annually, or with a greater frequency as determined by the committee chair.

D. The office of emergency management shall provide staffing, develop work plans and provide other resources to effectively support the work of the committee and its activities.

E. The work of the committee shall be provided to the executive and the council annually, as part of the office of emergency management's annual report. (Ord. 19592 § 9, 2023; Ord. 18679 § 1, 2018).

2A.320 COURTS

Sections:

2A.320.510 Protocol committee.

2A.320.510 Protocol Committee.

A. A protocol committee is hereby established. The committee shall be composed of the following members:

1. One superior court judge, selected by that court, who shall be the chair of the committee;

2. One member of the council, selected by the council chair;

3. The executive or the executive's designee; and

4. One representative of the King County Bar Association, selected by that association.

B. The responsibilities of the protocol committee shall be to review and, as necessary, to revise the methodology for evaluating the number of judges or

commissioners needed in the superior court and to make recommendations to the council and the executive on any changes to the number of superior court judges or commissioners as a result of the outcomes learned from applying the methodology.

C.1. A technical committee is hereby established. The committee shall be composed of the following members:

a. one employee from the legislative branch, selected by the chair or the chair's designee;

b. one employee from the superior court, selected by that court; and

c. one employee from the executive branch, selected by the executive or the executive's designee.

2. Technical committee members shall have experience in statistical methods and knowledge of court administration.

D. The technical committee shall be convened by the chief administrative officer of the superior court. The responsibilities of the technical committee shall be to assist the protocol committee in applying the methodology to determine judicial need. The committee shall: collect data; analyze and advise the protocol committee on the statistical outcomes produced from applying the methodology; and recommend changes to the number of superior court judges or commissioners and changes to the methodology used to determine the number of judges or commissioners needed in the superior court, as may be appropriate.

E. The chair of the protocol committee shall convene the protocol committee to review any proposed change in the number of superior court judges or commissioners based on the applied methodology.

F. The protocol committee shall transmit a report to the executive and to the council making recommendations on the number of judges or commissioners needed in the superior court. The report shall describe in detail the methodology applied, the rationale for the methodology, including any changes to the methodology, and any conclusion reached with regard to the number of judges or commissioners needed in the superior court. The committee's report to the council shall be transmitted in the form of a paper original and an electronic copy to the clerk of the council, who shall retain the original and provide an electronic copy to all councilmembers.

G. The executive shall transmit to the council a letter reflecting acceptance of the protocol committee's recommendations or suggesting any revisions to the protocol committee's recommendations and the basis for these revisions. The executive's letter shall be transmitted in the form of a paper original and an electronic copy to the clerk of the council, who shall retain the original and provide an electronic copy to all councilmembers. (Ord. 18317 § 2, 2016).

2A.380 DEPARTMENT OF INFORMATION TECHNOLOGY

Sections:

2A.380.010 Department of information technology – chief Information officer - duties.

2A.380.020 Chief information officer - duties - office.

2A.380.050 Emergency radio communications division.

2A.380.060 Enterprise services division.

- 2A.380.070 Infrastructure and operations division.
- 2A.380.200 Technology Business plan - strategic information technology plan.
- 2A.380.300 Strategic advisory council.
- 2A.380.310 Business management council.
- 2A.380.320 Technology management board.
- 2A.380.330 Project review board.

2A.380.010 Department of information technology - general - offices and divisions. The department of information technology, which is also known as KCIT, is responsible to manage and be fiscally accountable for the information technology operating resources within the executive branch with the exception of the business resource center. The department of information technology shall provide support to the business resource center as agreed by the department of information technology and the department of executive services. The department shall be comprised of the office of the chief information officer, the emergency radio systems division, the enterprise business services division and the infrastructure and operations division. (Ord. 18432 § 3, 2016: Ord. 17654 § 2, 2013: Ord. 17142 § 5, 2011: Ord. 15559 § 4, 2006: Ord. 14561 § 4, 2002: Ord. 14199 § 16, 2001: Ord. 14005 § 3, 2000. Formerly K.C.C. 2.16.0755).

2A.380.020 Chief information officer - duties - office.

A. The department of information technology shall be directed by a chief information officer, who is also the director of the department. The chief information officer shall be appointed by the executive and confirmed by the council. The chief information officer shall report to the executive. When acting as the department director, the chief information officer shall manage the divisions of the department. The chief information officer shall advise all agencies of county government on technology issues. The chief information officer shall provide vision and coordination in technology management and investment across the county. The chief information officer shall meet regularly with business managers for the assessor, council, prosecutor, superior court, district court, elections and sheriff to advise on the technology implications of policy decisions. The chief information officer shall advise all county elected officials, departments and divisions on technology planning and project implementation. The chief information officer shall, with advice from the project review board, approve the release of incremental project funding or recommend budgetary changes, suspension or general shutdown of information technology capital projects. The chief information officer shall approve countywide information technology standards, policies and guidelines recommended for countywide adoption by the business management council and the strategic advisory council.

B. The office of the chief information officer shall administer responsibilities in support of the chief information officer including, but not limited to:

1. Managing information technology strategic planning, including, but not limited to, production of the annual technology business plan, as required by section 9 of this ordinance*, and the strategic information technology plan and any plan update, as required by K.C.C. 2A.380.200;

2. Implementing a process for the selection, monitoring and evaluation of information technology investments, including establishing and managing information

technology planning and oversight committees including, but not limited to, the technology management board, business management council, strategic advisory council and project review board;

3. Recommending to the chief information officer appropriation requests for technology projects necessary to achieve the strategic information technology plan;

4. Recommending to the chief information officer countywide information technology policies and standards including, but not limited to, information privacy, security and protection of data integrity in technology infrastructure;

5. Ensuring information security and privacy disciplines are in place countywide and make recommendations regarding information security and privacy issues relating to the use of technology; and

6. Providing business engagement and service delivery services to executive branch departments, including, but not limited to:

a. consulting and coordinating resolution of information technology issues key to business operations;

b. representing departments in enterprise-wide information technology initiatives to ensure business needs are met; and

c. supporting development and maintenance of information technology plans that align to the countywide strategic information technology plan and meet business goals and objectives. (Ord. 18432 § 4, 2016).

***Reviser's note: Ordinance 18432 referred to "section 9 of this ordinance," which was a section making codification directions. Ordinance 18432, Section 8, about the technology business plan and strategic information technology plan, which was codified as K.C.C.2A.360.200, was apparently intended.**

2A.380.050 Emergency radio communications division.

The duties of the emergency radio communications division include administering the emergency radio communication system, but not including the radio communication and data system operated and maintained by the Metro transit department. (Ord. 18777 § 11, 2018: Ord. 18432 § 5, 2016).

2A.380.060 Enterprise services division. The duties of the enterprise business services division include:

A. Application development, system integration, data management, business intelligence and managed software services;

B. Web development, standards and governance, social media strategy, King County Internet and Intranet, open data strategy and support;

C. Information technology business analysis consulting, technology solution evaluation, business case development, process improvement, supporting transition-to-technology launch and information technology training for end users on new or enhanced technology tools and applications;

D. Managing information technology projects and related documentation in accordance with countywide project management methodology including post-implementation reporting; and

E. Develop countywide project management methodology and tools for information technology projects. (Ord. 18432 § 6, 2016).

2A.380.070 Infrastructure and operations division.

The duties of the infrastructure and operations division include:

A. Designing, planning, developing, operating, maintaining and enhancing information technology systems and infrastructures for the county and other contracting agencies;

B. Managing the lifecycle of workstations and other information technology devices, including installation, maintenance and decommissioning;

C. Managing network connectivity and the Institutional Network, also known as I-Net;

D. Providing geographic information systems services, also known as GIS services;

E. Negotiating, managing and administering the cable communications provisions in K.C.C. chapter 6.27A;

F. Providing communications infrastructure and support to include voice and data communications services for the county and contracting agencies; and

G. Managing the enhanced 911 emergency-communication system. (Ord. 18551 § 2, 2017; Ord. 18432 § 7, 2016).

2A.380.200 Technology business plan - strategic information technology plan.

A.1. The chief information officer shall assess all technology project budget requests to be transmitted to the council as part of either the executive's proposed budget or any supplemental appropriation ordinance.

2. The assessment of technology project budget requests by the chief information officer shall fulfill the following objectives:

a. technology projects shall align with the county's strategic information technology plan and enterprise architecture and standards;

b. technology projects shall contribute to minimizing the county's application portfolio risk; and

c. project plans, cost estimates and benefit achievement plans shall meet the requirements in K.C.C. 4A.100.030.C,D, and F, respectively.

3. The chief information officer shall provide to the office of performance, strategy and budget a list of all projects with active appropriation authority, including projects not seeking funding in the proposed budget and the unexpended appropriation for each project. That list shall be included as part of the executive's proposed budget.

B. Beginning in 2019, and every fourth year thereafter, the chief information officer shall prepare a strategic information technology plan for council adoption by motion. The strategic information technology plan, and the motion for adoption of the plan, shall be transmitted to council by December 31 of the year it is prepared, with annual updates provided by April 30 starting in the year two of the four-year plan. The plan should include, for the subsequent four calendar years:

1. A vision statement for the coordination of technology management and investment across the county;

2. A description of the current environment, strengths, weaknesses, opportunities and challenges for individual planning issue areas;
3. A list of recommended objectives, with description;
4. The approach to achieve the desired outcomes for each strategic objective;
5. The accomplishments towards meeting objectives from previous approved strategic plans, when objectives have not been met, and a discussion of the obstacles towards meeting those objectives;
6. Appendices supporting the recommended objectives; and
7. Appendix defining appropriate strategic performance metric or metrics for each recommended objective in the plan. (Ord. 19654 § 6, 2023: Ord. 18802 § 1, 2018: Ord. 18432 § 8, 2016).

2A.380.300 Strategic advisory council.

A. The strategic advisory council is hereby created. The strategic advisory council shall act in an advisory capacity to the executive in developing long-term strategic objectives and planning and implementing for information technology deployment countywide. The voting members shall be the executive, two representatives of the King County council's choosing, the sheriff, the prosecuting attorney, the assessor, the chief information officer, the presiding judge of the superior court, the presiding judge of the district court, the director of elections and the chief information officer. The nonvoting advisory members shall be up to eight external advisors from the private sector to be selected by both the chair and the chief information officer, each to serve a two-year term, and up to two external advisors from the public sector to be selected by the chair and the chief information officer, each to serve a two-year term.

B. The strategic advisory council shall:

1. Develop and recommend strategic objectives for information technology deployment countywide;
2. Review information technology proposals for their alignment with adopted strategic objectives;
3. Review and endorse the information technology strategic plan and all updates to it;
4. Review policy-related transmittals to the county council that are proposed by the executive for large countywide information technology projects; and
5. If necessary, review and endorse information technology standards, policies and guidelines recommended by the chief information officer for countywide adoption.

C. The executive shall serve as the chair of the strategic advisory council.

D. Votes shall be taken by roll call and recorded on all recommendations and endorsements. Meeting minutes shall include issues and concerns raised by members for consideration by the chief information officer.

E. Members of the strategic advisory council shall serve without compensation. (Ord. 18432 § 10, 2016: Ord. 15559 § 8, 2006: Ord. 14155 § 2, 2001. (Formerly K.C.C. 2.16.07582).

2A.380.310 Business management council.

A. The business management council is hereby created. The business management council shall act in an advisory capacity to the county's chief information

officer in carrying out duties related to developing short-term, mid-term and strategic objectives for information technology countywide, in recommending information technology proposals for funding and in developing standards, policies and guidelines for implementation. The members shall be the chief information officer and each agency's deputy director or business manager, designated by the agency's director, who is familiar with that agency's business and operations and has authority to commit resources and speak with the authority of the agency when participating in business management council meetings.

B. The business management council shall:

1. Review information technology proposals made by individual members, groups of members or ad hoc committees;
2. Assess short-term, mid-term strategic value and risk of information technology proposals;
3. Assess alignment of information technology proposals with agency technology plans and adopted strategic objectives;
4. Recommend information technology proposals for funding and for inclusion in the information technology strategic plan;
5. Review and endorse proposed information technology standards, policies and guidelines and recommend to the chief information officer for countywide adoption; and
6. Review operations management issues as needed.

C. The chief information officer shall serve as the chair of the business management council and shall designate a vice-chair as needed.

D. The chief information officer may convene an ad hoc committee as the chief information officer determines to be necessary for the business management council to focus on specific topics or to address the needs of a group of agencies. An ad hoc committee shall review topics and report findings to the chief information officer and the business management council.

E. Votes on all recommendations and endorsements shall be taken by roll call and recorded. Meeting minutes shall include issues and concerns raised by members for consideration by the chief information officer.

F. Members of the business management council shall serve without compensation. (Ord. 19540 § 8, 2022: Ord. 18802 § 2, 2018: Ord. 18432 § 12, 2016: Ord. 17488 § 3, 2012: Ord. 15559 § 9, 2006: Ord. 14155 § 3, 2001. Formerly K.C.C. 2.16.07583).

2A.380.320 Technology management board.

A. The technology management board is hereby created. The board shall act in an advisory capacity to the county's chief information officer on technical issues including policies and standards for information security, applications, infrastructure and data management. The members shall be the chief information officer, each agency's information technology director or manager, designated by the agency's director, who is familiar with the agency's technology needs and operations and information technology service delivery managers for executive branch departments.

B. The technology management board shall:

1. Review the strategic objectives recommended by the strategic advisory council and assess issues related to the ability of the technology infrastructure to support them;

2. Review the business objectives and information technology proposals recommended by the business management council and assess issues related to compliance with the county's technology standards and policies and the impact to the technology infrastructure required to support them;

3. Develop or review information technology program proposals that support the strategic and business objectives of the county;

4. Develop or review technology program proposals that promote the efficient operation and management of technology infrastructure, applications and data;

5. Recommend technology program proposals for funding and for inclusion in the information technology strategic plan; and

6. Review and endorse information technology standards, policies and guidelines for countywide use. Information technology standards, policies and guidelines with business implications shall be referred to the business management council for endorsement for countywide use.

C. The chief information officer shall serve as the chair of the technology management board and shall designate a vice-chair as needed.

D. The chief information officer may convene an ad hoc committee that the chief information officer determines to be necessary for the technology management board to focus on specific topics or issues. The committee shall review topics and report its findings to the chief information officer and the technology management board.

E. Votes on all recommendations shall be taken by roll call and recorded. Meeting minutes shall include issues and concerns raised by members for consideration by the chief information officer.

F. Members of the technology management board shall serve without compensation. (Ord. 18802 § 2, 2018: Ord. 18432 § 14, 2016: Ord. 17488 § 4, 2012: Ord. 15559 § 10, 2006: Ord. 14155 § 4, 2001. Formerly K.C.C. 2.16.07584).

2A.380.330 Project review board.

A. The project review board is hereby created. All information technology projects shall participate in an oversight process established by the project review board and the chief information officer. The board shall act in an advisory capacity to the chief information officer in:

1. Endorsing project management methodology for countywide use;

2. Implementing the project management oversight including, but not limited to, review of information technology project status, plans, risk and progress and approval of incremental release of project funding;

3. Recommending budgetary changes, suspension or general shutdown of approved information technology projects; and

4. Recommending independent quality assurance reviews.

B. The members of the project review board shall be the chief information officer, the deputy county executive, the director of the office of performance, strategy and budget and the director of the department of executive services.

C. The chief information officer shall serve as the chair of the project review board.

D. An ad hoc project review team may be convened to focus on specific projects as determined to be necessary by the project review board. Each ad hoc project review team shall include the project's sponsoring agency director. An ad hoc project review team shall report its findings to the project review board.

E. Votes on all recommendations and endorsements shall be taken and recorded. Meeting minutes shall include issues and concerns raised by members for consideration by the chief information officer. (Ord. 18432 § 16, 2016: Ord. 16960 § 12, 2010: Ord. 15559 § 11, 2006: Ord. 14561 § 5, 2002: Ord. 14155 § 5, 2001. Formerly K.C.C. 2.16.07585).