

**MEETING MINUTES  
SAN JUAN COUNTY (SJC), WASHINGTON  
COUNTY COUNCIL  
Monday, February 25, 2013**

**Legislative Hearing Room, 55 Second Street, Friday Harbor, WA**

**08:44 AM SPECIAL MEETING CALL TO ORDER**

Council Vice Chair Peterson called the special meeting to order at 08:44 AM. Present: Council Members Marc Forlenza, Rich Peterson, Patty Miller (via videoconference at Orcas Library), Rick Hughes (via videoconference at Orcas Library), Interim County Manager Bob Jean, Clerk to the Council Ingrid Gabriel, chairs and members of advisory committees as well as interested members of the public. Jamie Stephens joined the meeting at 9:00 after a Canvass Board meeting. Bob Jarman was absent until he joined the meeting via teleconference at 11:58 AM.

**Moved by Mr. Forlenza, seconded by Ms. Miller to excuse Mr. Jarman from the meeting. ALL AYES; MOTION CARRIED.**

**08:42 AM Alignment with Council Goals/Key Issues for Committees/ Annual Work Plans and Reports – Patty Miller, Council Member**

Ms. Miller presented goals, issues, work plans and reports. Discussion with attendees and Council followed.

**09:13 AM Communications (with liaison, letters, emails) – Rich Peterson, Council Vice Chair**

Mr. Peterson presented direction on communications policy to advisory committees. Discussion with attendees and Council followed.

**09:30 AM Council/Committee Rules (Ordinances 11-2008 & 12-2008)/Use of Subcommittees – Jamie Stephens, Council Chair**

Mr. Stephens presented information on the Council's use of subcommittees and noticing of meetings. Discussion with attendees and Council followed.

**09:51 AM Vacancies, Term Limits and Appointments Process (role of Council Clerk) /Consolidation or Elimination of Committees – Patty Miller, Council Member**

Ms. Miller presented policy on vacancies, term limits and appointments referring to the Advisory Committee Policy signed April 4, 2011. Discussion with attendees and Council followed.

**10:30 AM Open Meetings, Conflicts and Appearance of Fairness, Effective Meetings - Bob Jean, Interim County Manager**

Mr. Jean gave a presentation on open meetings and appearance of fairness. Training on running effective meetings and Robert's Rules of Order will take place in the future.

**11:24 AM                    Public Notices of Committee Meetings – Ingrid Gabriel, Clerk to the Council**

Ms. Gabriel discussed posting meeting notices on the County website and requested that committee notices be sent to the Clerk's office for her to post on the Calendar of Events.

Mr. Stephens adjourned the Committees Workshop at 11:33 AM.

**11:37 PM                    Edit County Manager Profile – Pamela Morais, Human Resources Manager**

Ms. Morais presented the draft manager profile, answered Council's questions and assisted in editing documents.

Mr. Jarman joined the meeting via teleconference at 11:58 AM.

**01:14 PM                    ADJOURN**

Mr. Stephens adjourned the meeting.

\*\*\*\*\*

**COUNTY COUNCIL  
SAN JUAN COUNTY, WASHINGTON**

**These Minutes were approved and signed on March 12, 2013. The original document is retained in the Council's permanent proceedings file. Attest: Ingrid Gabriel, Council Clerk.**