

Welcome!



## **Advisory Group Orientation**

# Topics to Be Covered



- ◆ Purpose/Mission of Advisory Group
- ◆ County Long Term Goals
- ◆ Role of Staff Liaison
- ◆ Communicating
- ◆ Working as a group
- ◆ The Advisory Role
- ◆ Making Group Recommendations
- ◆ Ground Rules
- ◆ Policies Affecting Advisory Groups

# County Long Term Goals



## ◆ Safe and Healthy Communities

- People are protected and secure, care about their neighborhoods and are proud of where they live, work and play.

## ◆ Protected Natural Resources and Systems

- Education, land use planning and coordinated efforts assure that the forests, clean air and water that Kitsap is known for are sustained for the benefit of current and future generations.

## ◆ Thriving local economy

- A well-educated workforce and strategic investment in County infrastructure prompt businesses to expand or locate in Kitsap County, creating well-paying jobs and enhancing our quality of life.

# County Long Term Goals



- ◆ Inclusive government
  - County government conducts all activities in a manner that encourages citizen involvement, enhances public trust, and promotes understanding.
  
- ◆ Effective and efficient County services
  - County government continuously assesses its purpose, promotes and rewards innovation and improvement, fosters employee development, and uses effective methods and technologies to produce significant positive results and lasting benefits for citizens.

# Purpose/Mission of Group



- ◆ How and when the group was established
- ◆ Founding document and mission
- ◆ Duties
- ◆ Accomplishments
- ◆ Goals

# Role of Staff Liaison



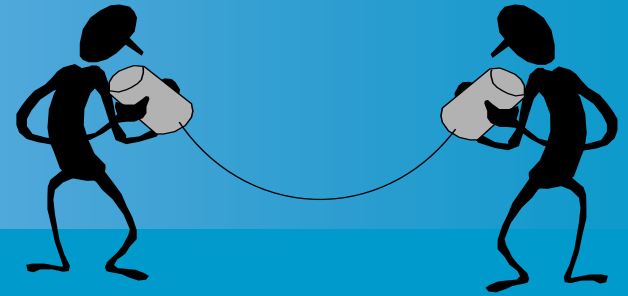
- ◆ To implement county/department goals and policies and communicate these to the group as appropriate
- ◆ To assist the group in meeting Board of County Commissioners expectations, program expectations and/or group mandate
- ◆ To research and investigate issues and share information with group
- ◆ To communicate group recommendations to BCC

# Role of Staff Liaison



- ◆ To maintain records of the group for legal and historical purposes
- ◆ To work with group on annual work plans and evaluation
- ◆ To provide information to advisory group members relating to community events
- ◆ To provide information to group members relating to pertinent training opportunities

# Communicating



Advisory groups expand the opportunity for citizen input, study issues and make recommendations to BCC.

- The Commissioners have ultimate responsibility for the welfare of the county and may not follow all recommendations made by advisory groups. This does not imply lack of confidence or disinterest in the group's advice. The Commissioners must weigh the guidance of advisory groups against a broad scope of considerations as they reach decisions.
- After a decision is made an advisory group should not officially take a stand contrary to the BCC decision.
- If a member wishes to communicate as an individual citizen they should make it clear they are not speaking for the advisory group.

# Working as a group



- ◆ Members are encouraged to establish a working relationship with each other by showing respect for other viewpoints. Supportive relationships with fellow members, based upon mutual respect are essential to the advisory groups success.
  
- ◆ With county staff
  - Requests for information or support should be directed to the staff liaison, not directly to other County staff.

# Your Group's Advisory Role

- ◆ Interpret community opinions, attitudes and needs to department staff and the Board of County Commissioners
- ◆ Study programs and services and analyze problems and needs
- ◆ Offer new proposals and recommend changes in programs and policies
- ◆ Provide fellow community members with information about county policies, programs and budgets

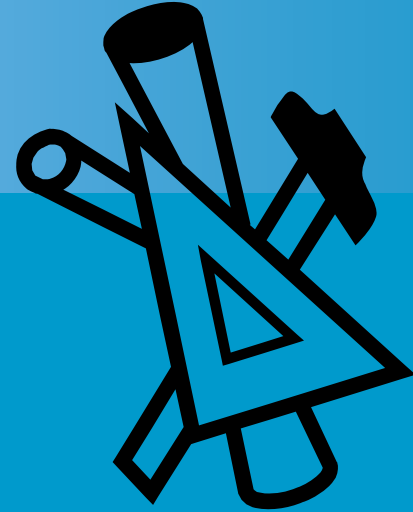
*Advisory groups do not create or administer policy, programs, or services unless their governing statute grants this power.*

# Group Recommendations

- ◆ Should be in written form
- ◆ Should be expressed in clear language
- ◆ Proposed solutions should be viable and cost-effective
- ◆ Should identify the reasons for changes suggested
- ◆ Should reflect a consensus of the advisory group members



# Ground Rules



- ◆ Attendance
- ◆ Promptness
- ◆ Meeting time and place
- ◆ Participation
- ◆ Basic conversational courtesies
- ◆ Breaks
- ◆ Interruptions
- ◆ Rotation of routine chores
- ◆ Agendas, minutes and records
- ◆ Other ground rules

# Policies



- ◆ POL 300.1 Establishing and Maintaining Citizen Advisory Groups
  - Board Establishes Citizen Advisory Groups
  - The Board provides for Open Recruitment
  - Board Evaluates, Renews and Dissolves Advisory Groups
  - Staff provide Support for Advisory Group Members
    - Staff will orient and train board members about their roles and responsibilities
  - Board Recognizes Retiring Board and Commission Members

# Policies



- ◆ POL 300.3 Qualifying For Appointment to Advisory Groups
  - Applicants Must Meet Resident Qualifications
  - Applicants and Group Members Must Meet Minimum Expectations
    - Complete a Volunteer Application
    - Support the county's long term goals
    - Support the mission and goals of the group
    - Actively participate in group activities, including regular attendance
    - Maintain the highest ethical standards
    - Disclose any actual or potential conflict of interest
    - Agree not to use group membership as a means to publicly disseminate personal opinions or philosophies
  - Citizens May Serve on Multiple Advisory Groups