

YOUTH SAFETY AND WELL-BEING STATEWIDE REPORTING TOOL WORK GROUP

CHARTER

I. AUTHORITY, PURPOSE & SCOPE OF WORK

Authority: The work group is established pursuant to the 2019 Legislative Operating Budget HB 1109.

Purpose: The purpose of the work group is to study and make a proposal for the implementation of a twenty-four-hour statewide hotline or app for receiving reports and other information related to youth safety and well-being.

Scope of Work: The work group will provide recommendations to the Governor and the Legislature, but is not a policy or rule-making body. The work group is tasked with:

- Reviewing similar programs in Arizona, Michigan, Colorado, Idaho, Nevada, Oregon, Utah, Wisconsin, and Wyoming and making recommendations to incorporate the most applicable aspects of those states' programs;
- Considering how existing hotlines and apps available in Washington may be leveraged and;
- Identifying emerging issues and best practices for integrating anonymous reporting tools with other efforts that support youth safety and well-being.

Duration: The work group must hold at least three meetings and submit recommendations to the Legislature by July 31, 2020.

II. MEMBERSHIP

Composition: The work group will be comprised of 14 members representing key stakeholders including K-12 educators and administrators, law enforcement, and organizations with expertise in public health and crisis response.

Name	Organization
Lora Ueland	Valley Communications Center; Association of Public Safety Officials-National Emergency Number Association (APCO-NENA)
Allie Franklin	Crisis Connections
Kirk Williamson	Benton-Franklin Community Health Alliance
Mike Rupert	Tacoma Public Schools
Mike Donlin	Office of Superintendent of Public Instruction (OSPI)
Camille Goldy	Office of Superintendent of Public Instruction (OSPI)
Tanya Aggar	Mercer Island Parent Teacher Association (PTA)
Gerald Martens	WA Schools Risk Management Pool
Chris Weedin	Educational Service District (ESD) 105
Officer Melissa Kranzler	Bellingham Police Department
Curt Boyle	Fusion Center; Washington State Patrol
Joan Fleming	Washington Education Association
Rich McBride	Clear Risk Solutions
Erin Wick	Educational Service District (ESD) 113

It is intended that the work group will leverage the experiences, expertise, and insights of its membership and respective stakeholder constituencies. Work group members are not directly responsible for managing project activities, but will assist the project by:

- Playing an active role by attending meetings (in-person or remotely) and participating in discussions;
- Communicating information and positions openly, respectfully, and in a timely fashion;
- Offering specific expertise when appropriate, including identifying emerging issues or points of concern;
- Providing thoughtful ideas for consideration by the work group;
- Evaluating recommendations with a focus on solutions that may improve the system as whole, while still appreciating the potential implications for some or all stakeholders and their interests; and

- Relaying information to their respective constituencies about work group activities and gathering information from their constituencies to share with the work group.

Non-Members: Meetings will be open to the public. The work group may allow for comments from non-member attendees, time permitting. Comments must be relevant to the subject under consideration, may be temporally limited, and may not be disruptive, as determined by the meeting facilitator.

III. MEETINGS

The work group will meet at least three times during the duration of this project. Meetings are expected to range from three hours to four hours and will not extend past the time as stated on the agenda without the consent of the majority of the members attending that meeting.

Notification: The Attorney General's Office will send notices that include the date, time, and place of the meeting, and will create agendas indicating the business to be transacted. The Attorney General's Office will endeavor to send meeting agendas 3 days in advance, and will send agendas no later than 24 hours in advance.

Voting Process: As the convening agency, the Attorney General's Office will facilitate work group meetings. The facilitation will generally strive for a simple majority consensus and will solicit votes as follows:

- Solicit proposals for recommendations.
- Open discussion on the topic, soliciting opinions from all members.
- Use facts and issues raised in discussion to generate potential alternatives.
- At the conclusion of the discussion, allow for feedback on unresolved issues related to the topic.
- Solicit final comments.
- Each member will be asked to vote openly on the proposed recommendations. No secret ballots will be allowed.

To the extent consensus cannot be reached on a particular issue when considering final recommendations, the convening agency will facilitate meetings using a modified version of Robert's Rules of Order.

Statement of Position: Those members wishing to establish a position in writing, including but not limited to minority reports, may do so. Statements of position received prior to or during a meeting will be shared with the work group by the facilitator. The facilitator has the responsibility to share the statements of position expressed by members during relevant discussion. However, the facilitator is under no obligation to support or defend the positions expressed.

Location: Work group meetings will generally be held at the offices of the Office of the Attorney General, but may also be held at other sites as deemed appropriate. If work group members are unable to attend in person, participation by teleconference will be provided.

IV. COMMUNICATIONS

All email and other electronic communication to the work group are subject to relevant public records laws and disclosure. To help ensure compliance with the retention requirements for public records, all non-transitory email correspondence should be cc'd or forwarded to the facilitator. In addition, although the work group is primarily advisory in nature, all "decisions" of the work group must be made in the open during working group meetings.

Meeting Minutes: Meeting minutes summarizing the highlights of the previous meeting will be prepared by the convening agency and distributed to the work group members. Meeting minutes will be provided for consideration in the meeting following. Meeting notes shall include, at a minimum, the following information:

- i. Date, time, location of the meeting, and a list of members in attendance;
- i. Identification of presiding chair;
- ii. Assertion of a quorum (met or not met); and
- iii. A summary of discussion topics and the outcome of proposals or motions made (including vote tallies if votes were taken)