
THURSTON COUNTY TREATMENT SALES TAX ADVISORY COMMITTEE

Operating Policies and Procedures

I. Purpose

The purpose of the Operating Policies and Procedures is to establish the rules of process for the Treatment Sales Tax Advisory Committee of Thurston County in the execution of its duties. In addition to these Operating Policies and Procedures, please refer to the [Thurston County Resident Advisory Boards and Committees Handbook](#).

II. Membership

The membership of the Treatment Sales Tax Advisory Committee (hereinafter referred to as the "Advisory Committee") shall be composed of no fewer than seven (7) and no more than nine (9) volunteer members. All members shall be appointed by and serve at the pleasure of the Board of County Commissioners of Thurston County (hereinafter referred to as the "Board"). The Board may revoke the appointment of any member at will. Members serve for a term of three (3) years from the date of their appointment and are eligible to be appointed for no more than two (2) terms during a period of seven (7) consecutive years. Terms are staggered to provide continuity on the Advisory Committee. Vacancies that arise for any reason shall be filled by an appointment from the Board for a three-year term.

III. Officers

The Advisory Committee will select two Co-Chairs annually from amongst its members to serve as the Advisory Board's officers for a one-year term. Nomination and election of Co-Chairs will take place at the last meeting of the year with formal transition of officers at the first meeting of the year. They shall be elected by a simple majority of appointed members. The one-year term shall last until the first meeting of the New Year when the transition will occur. Any Co-Chair vacancies shall be filled by a special election of the Advisory Committee.

The Advisory Committee Co-Chairs shall review meeting agendas and facilitate meetings with support from County staff.

IV. Duties

The Advisory Committee advises the Board by making non-binding Treatment Sales Tax (hereinafter referred to as "TST") funding recommendations for programs and services that assist residents with matters relating to mental health and substance use in Thurston County; it also promotes the efficient and cost-effective use of TST funding. The statutory purposes of the Advisory Committee, which are set forth in [Thurston County Code](#) 5.49.050, will be carried out particularly as follows:

- A. Review and comment on the alignment of the strategic plan and/or existing plans approved by the Board for those with mental health and substance use issues.
- B. Review of monitoring reports of contracted services to evaluate performance.
- C. Review of requests for funding which have been submitted to the TST fund.
- D. Performance of such other duties within the [Thurston County Code](#) 5.49.050 as may be assigned by the Board.

- E. Act in accordance with Thurston County resolutions, proclamations, or other guidance from the Board.

All Advisory Committee members are required to participate in Open Public Meetings Act training and other orientation training as appropriate.

V. Minimum Qualifications

- A. Residence status within Thurston County.
- B. Have no direct or indirect conflict of interest in any agency contracting with or submitting proposals to the TST fund. (See [XI. Conflict of Interest](#)).
- C. Knowledge of and/or willingness to gain knowledge of programs and services for people with mental health and/or substance use issues and related systems.
- D. An ability to gain an understanding of county-wide strategic plans that identify target populations and gaps in services.
- E. A commitment to attending and participating in all Advisory Committee activities, including program performance reviews and non-binding TST funding recommendations to the Board.

VI. Meetings

- A. During each calendar year, the Advisory Committee will meet a minimum of eight times for budget development, performance reviews, and recommendations to the BOCC. Regular meeting time will be the 3rd Friday of the month from 8:30-11:30am; other meetings times may be set according to consensus of the Advisory Committee and/ or based on needs of County calendar.

- B. Meeting length and frequency might vary as deemed necessary by the Committee to fulfill its responsibilities in a timely manner.
- C. Meetings shall comply with requirements of the Open Public Meetings Act ([RCW 42.30](#)).

VII. Voting

Each member of the Advisory Committee will have one (1) vote on matters that come before it. A quorum shall consist of at least four (4) Advisory Committee members when there are seven (7) members of the Committee and five (5) Advisory Committee members when there are eight (8) or nine (9) members of the Committee. A simple majority vote of a quorum is sufficient to pass a motion.

VIII. Compensation

Members of the Advisory Committee shall not be compensated for their performance of duties but may be paid subsistence rates and mileage in those amounts prescribed by Thurston County for participating in training/education or other business above and beyond normal duties. All such reimbursement must be pre-approved by Thurston County Public Health and Social Services.

IX. Action Items

The TST staff shall insure that all actions are captured at all meetings of the Advisory Committee. Per [RCW 42.32.030](#) – the minutes of all regular and special meetings except executive sessions of such boards, commissions, agencies or authorities shall be promptly recorded and such records shall be open to public inspection.

X. Conflict of Interest

Members or their immediate family will have no commitment, investment, obligation, or substantive involvement (financial or otherwise), in any agency contracting with, submitting any proposals to, or that is expected to submit any proposals to the TST fund. A former committee member may submit proposals to the TST fund only following a minimum of one full calendar year after the date of their official departure from the committee.

XI. Removal of a Board Member

An Advisory Committee member may be removed from the Advisory Committee by a decision of the Board. Failure to meet the obligations outlined in the [Thurston County Resident Advisory Boards and Committees Handbook](#) or operating policies and procedures may result in removal from the committee.

If an Advisory Committee member exhibits a pattern of recurrent absences from Advisory Committee meetings, staff will initiate a discussion with the member about the circumstances and their ability to fulfill their duties. This process may result in a recommendation to remove the member from the Advisory Committee.

Revised January 2023