



Office of the City Attorney
City of Bellingham

TO: Heather Aven, Janice Keller, Tracy Lewis, Wendy Jenkins, Nalini Margaitis, Renee Mueller, Fiona Starr, and Shannon Taysi

FROM: Alan Marriner, City Attorney AM

RE: Open Government Training Requirement Compliance - Reminder

DATE: November 23, 2021

Effective July 1, 2014, the Open Government Trainings Act requires certain public officials and all agency records officers to receive training. This memorandum provides guidance for City of Bellingham compliance with the act. Following is a breakdown of what training is required and the office responsible for maintaining a record of the training.

If you have newly appointed board/commission members or newly elected officials, please ensure that they receive the appropriate training.

R=Required

X=Not Required

CMB=Certificate or Other Record of Training Maintained By

(Lesson number) = Lesson number on Attorney General's Open Government Training website

Table with 5 columns: Board/Commission/Official, OPMA (Lesson 3), PRA (Lesson 2), Retention (Lesson 4), CMB. Rows include Mayor, City Council, Civil Service Commission, Bellingham-Whatcom Public Facilities District, Historic Preservation Commission, Immigration Advisory Board, Library Board, Planning Commission, Lodging Tax Advisory Board, and Public Records Officer & Designated Records Management Officer.

The training must be received within 90 days of an elected official assuming office or an appointee assuming duties. Refresher training is also required at least once every four (4) years.

Note that although the City Attorney gives this training to the Mayor and City Council members, their respective staff (Janice Keller and Nalini Margaitis) are responsible for keeping track of who has been trained.

The Attorney General and MRSC have resources on their respective websites that can be reviewed to satisfy the training requirements. <http://www.atg.wa.gov/open-government-training>. While affected individuals can complete the training on their own (and from the comfort of their own home), it is important that the City document when the training was completed.

The person responsible for staffing the offices/board or commission listed above should offer one of the following options for completing the training and then follow up to document that the training has occurred. To satisfy the requirements of OPMA (Lesson 3), individuals may watch a video or PowerPoint; to satisfy the requirements of PRA (Lesson 2), individuals may watch a video or PowerPoint; to satisfy the requirements of Retention (Lesson 4), individuals should read the materials on the Attorney General's website, including the Washington State Archives Records Management site.

Group Options for Open Public Meetings Act (Lesson 3):

- A. Group schedules 20 minutes at a meeting to view VIDEO (<https://www.youtube.com/watch?v=LmPI6Z9WKO8>). Staff member completes Training Roster (sample attached) with signatures and maintains record of training; OR
- B. Group schedules 10-20 minutes at a meeting to view POWERPOINT ([https://agportal-s3bucket.s3.amazonaws.com/uploadedfiles/Home/About the Office/Open Government/Open Government Training/Overview%20of%20Washington%20State%20Open%20Government%20Principles%20October%202016.ppt](https://agportal-s3bucket.s3.amazonaws.com/uploadedfiles/Home/About%20the%20Office/Open%20Government/Open%20Government%20Training/Overview%20of%20Washington%20State%20Open%20Government%20Principles%20October%202016.ppt)) Staff members completes Training Roster (Sample attached) with signatures and maintains record of training.

Individual Options

Members view VIDEO or POWERPOINT on their own, complete and sign individual Training Certificate (sample attached). Staff member collects certificates and maintains record of training.

E-learning (new for 2016): You will need 45 minutes to complete this training:
<https://wacities.org/data-resources/open-public-meetings-act-elearning>

CERTIFICATE OF TRAINING

[Name], [Title]

Completed the following training:

- Open Public Records Act Training** (RCW 42.56)
- Open Public Meetings Act Training** (RCW 42.30)
- Records Retention/Management Act Training** (RCW 40.14)

Date Training Received: [Date]

Sponsor (Organization/agency providing training): **CITY OF BELLINGHAM**

Format:

- In-person training by: [Name of trainer(s)]
- Online Training (including webinars): [List website address, online materials viewed, name(s) of webinar presenter, other relevant information]
- Other format: [Describe]

I hereby certify that I received this training: _____
Signature & Position or Title