EIC ADVISORY CHECKLIST FOR COMMITTEE MEMBERS

Use this checklist to complete the onboarding process for the City of Tacoma's Equity in Contracting Advisory Committee.

All members are to complete the following training within 90 days of appointment and every four years thereafter.

Members are asked to email Serve Tacoma and cc the EIC Advisory staff liaison to confirm they have finished the five modules below.

OPEN PUBLIC MEETINGS ACT (OPMA) TRAINING

Open Public Meetings Act (OPMA) - RCW

- ☐ Open Government Overviews and General Principles - Intro
- ☐ Open Public Meetings Act Training (18 minutes)
  - Covers the basics of the OPMA at RCW 42.30

Tip Sheet: Frequently Asked Questions Page for OPMA

PUBLIC RECORDS ACT (PRA) TRAINING

Public Records Act (PRA) - RCW

- ☐ Open Public Records Act Training (30 minutes)
  - Covers the basics of the PRA at RCW 42.56
- ☐ Records Retention/Management Act Training (27 minutes)
  - Covers the basics of RCW 40.14
  - Complete the Records Retention and Management Basics (RCW 40.14) Lesson 4 training, from the Washington State Archives (Secretary of State).
  - Once you open the Lesson 4 webpage, select the **"Basics of Managing Records Training Session"** link, and either watch the recorded version (27 minutes) or register for a live training session.
- ☐ Supplemental Public Records Act Training (29 minutes and 28 minutes)
  - Two videos

Tip Sheet: Frequently Asked Questions Page for PRA

CBC SPECIFIC TRAINING
- ☐ "Serve Tacoma" Committee, Board, and Commission Training
- ☐ Resolution 40622 committing and directing the City of Tacoma to advance anti-racist systems transformation in all of its institutions, policies, practices, and contracts

EIC PROGRAM INFORMATION
- ☐ Resolution 40944 establishing the Equity in Contracting Advisory Committee
- ☐ EIC Advisory Background and Recruitment Priorities
- ☐ EIC Onboarding Reading
- ☐ Equity in Contracting Program Regulations
- ☐ Equity in Contracting Advisory Committee Bylaws (including Committee Member Expectations and Guidelines)
- ☐ 3/22/2022 and 4/12/2022 Economic Development Committee Meeting Presentations