



## King County

### Dow Constantine

King County Executive

401 Fifth Avenue, Suite 800

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[www.kingcounty.gov](http://www.kingcounty.gov)

February 11, 2020

Tobey Close

18 Dravus St, Apt. 407

Seattle, WA 98109

Dear Mr. Close:

I am pleased to appoint you to the King County children and youth advisory board, for a three-year term expiring January 31, 2023. Your appointment is subject to confirmation by the King County Council.

Enclosed please find the King County boards and commissions Code of Conduct. Newly appointed board members are required to review and sign the attached Code of Conduct within two weeks of receiving this letter. In addition, newly appointed board members must visit the King County boards and commissions website by typing the following web address into your internet browser: <https://www.kingcounty.gov/depts/executive/boards.aspx>. Upon accessing the boards and commissions website click on the "Board Member Orientation Materials" tab on the left-hand side of the screen. Here you will find links to required board member training videos. Upon completing the required trainings, please complete the attached King County Training Certification Form. Send your completed Code of Conduct form and Training Certification form to Rick Ybarra, Liaison for Boards and Commissions, at the address on this letterhead. You can also scan the completed documents and send them to [Rick.Ybarra@kingcounty.gov](mailto:Rick.Ybarra@kingcounty.gov).

Thank you for agreeing to serve the people of King County as a member of the children and youth advisory board.

Sincerely,

Dow Constantine

King County Executive

Enclosure:

cc: The Honorable Jeanne Kohl-Welles, King County Councilmember, District 4  
Kerry Wade, Staff Liaison