

Executive Committee Meeting
June 21, 2023 – 10:45 a.m.
Pasco, WA (in-person) & Teams Meeting (virtual)

In person:

Red Lion Hotel & Conference Center
Design Room
2525 N 20th Ave
Pasco WA 99301

Virtually via Microsoft Teams

Committee: Doug Hendrickson, PE, Chair
Dave Peden, PE, SE, Vice Chair
Marjorie Lund, PE, SE, Past Chair

Support staff: Ken Fuller, PE, Director
Shanan Gillespie, Regulatory Program Manager
Greg Schieferstein, Communication & Outreach Manager
Mackenzie Wherrett, Executive Assistant
Vonna Cramer, Licensing Lead
Jill Short, Investigator (via Teams)
Elizabeth Lagerberg, AAG (via Teams)
Paul Bitar, DES Senior Financial Consultant (via Teams)

Discussion Topics

- Financial Report
Mr. Bitar provided an overview of the Board's financial status. He stated that the board is on track to have \$1.6 million in their operating account, and the agency's account balance is growing. He is projecting that the agency will underspend their appropriations by about \$508,000.

The Committee discussed whether the Board should pursue fee reduction in the next biennium. The committee was opposed to a reduction right now and will work with the Communication Task Force to consider what appropriation amount should be spent on outreach/education for licensees and provide recommendations to the Board.

- Director's Report
 - Board/Agency operations
Mr. Fuller reported the recruitment period for the Deputy Director position has closed, and three licensed individuals applied for the position. Interviews will be scheduled within the next couple of weeks. He would like to see 2 board members be involved in the interview process. Ms. Lund will be one of the members, but the second member hasn't been named at this time. If the person hired is not a Professional Land Surveyor, discussions on how to fill that expertise will have to take place.

Mr. Fuller discussed the requirements of HB 1301 *Creating license review and reporting requirement* recently passed by the Legislature that requires the Department of Licensing to annually review and analyze approximately 10 percent of the professional licenses it regulates. After discussion, the Committee is directing staff to work on a sunset-type document regarding all three of the professions the Board regulates and provide it to the Board at a future meeting.

- Communication & Outreach Report

A report was provided in the packet. Mr. Schieferstein reported that the Communications Task Force (CTF) has met and most recently completed a communication audit. He reported on the status of the redesign of the Board's website and provided a recap of outreach/communication that has been accomplished since the last committee meeting.

Mr. Fuller said he would like to promote "ethics" education, and a discussion about The Ritual of the Calling of the Engineer (ring ceremony) was held, but no decisions were made.

- Rulemaking

- WAC 196-26A & WAC 196-30

Ms. Gillespie provided the committee with updated proposed language, and requested they make a recommendation to the Board to approve the language and start the rulemaking process.

The committee is recommending the Board approve the proposed language and staff file a CR 101 and as soon as possible, file the CR102 and approved language.

- Review of Strategic Planning Items

The strategic planning items were discussed.

Strategic Planning Items

- Remain engaged and informed on deregulation
- Emphasis on outreach and education
- Measure performance and gain stakeholder feedback that is relevant and useful for improving our agency.
- Measure the licensing system software functionality from stakeholders
- ~~PD for communications and outreach manager with Marjorie, Doug, and Aaron in consultation~~ **complete**
- ~~Task force for review of current outreach plan (Marjorie, Dave, Doug, Carmena, Vonna, Ken) and report back to board~~ **complete**
- ~~Budget development with PB, ML, KF~~ **complete**

Action Items

1. Recommendation that the Board approve the proposed language for WAC 196-26A & WAC 196-30 and staff file a CR101 and as soon as possible, file the CR102 and approved language.
2. Direction to staff to work on a document regarding all three of the professions the Board regulates and provide it to the Board at a future meeting.