

Executive Committee Meeting

August 2, 2023

11:00 a.m.

Seattle, WA (in-person) & Teams Meeting (virtual)

In person:

Radisson Hotel SeaTac
Orcas Room
18118 International Blvd
Seattle, WA, 98188

Virtually via Microsoft Teams

Committee: Dave Peden, PE, SE, Chair
Aaron Blaisdell, PLS, Vice Chair (via Teams)
Doug Hendrickson, PE, 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
Elizabeth Lagerberg, AAG
Paul Bitar, DES Senior Financial Consultant (via Teams)

Guests: Kristina Horton, PLS
Mike Harney, PE

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 \$617,000 for the biennium but FY 23 is not closed yet, and there may be additional bills to pay.

A discussion was held regarding tracking licensing trends. Mr. Blaisdell would like to track application and renewal revenues separately. It was decided to keep licensee trends as status quo.

- Director's Report
 - Board/Agency operations

Mr. Fuller introduced Kristina Horton, PLS as the new Deputy Director, and Mike Harney, PE as the new Board Member. Ms. Horton and Mr. Harney introduced themselves also.

Mr. Fuller discussed the revisions for RCW 18.43.033 regarding pro tem board members. The language for this was approved by the full Board last year. Staff will be contacting stakeholders for their comments and agreement with the language, as well as gaining support from legislative members. The committee requested that Mr. Fuller work with Ms. Lagerberg to make sure the proposed language is sufficient.

- Communication & Outreach Report

Mr. Schieferstein provided a report out of the July 20th Communication & Outreach task force meeting.

There was a discussion regarding how to get our message out, and what that message should be. Suggestions included attendance and presentations at association meetings or having the Board host educational type conferences/seminars. Ethics was an important topic as well as reminders for business practices, such as having contracts in place.

- Review of Policy #36 – Organization and Function of Board Committees

There were some suggested changes to the current policy. Staff will provide an edited draft to the committee members prior to the next meeting for their comments/edits to be presented at that meeting.
- Review of Strategic Planning Items

The committee discussed the strategic planning items. Staff will research how to gain relevant stakeholder feedback.

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

Current Action Items

- Mr. Fuller work with Ms. Lagerberg to make sure the proposed language in RCW 18.43.033 is sufficient.
- Staff to make edits to Policy #36, provide the draft to committee members, and have edited policy to present at the next meeting.

Previous Action Items

- Staff to work on a license review/report out document regarding all three of the professions the Board regulates and provide it to the Board at a future meeting. – **In progress**