

Executive Committee Meeting
December 7, 2022
11:30 a.m.

Olympia (in-person) & Teams Meeting (virtual)

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, Communications & Outreach Manager
Rich Larson, PLS, Deputy Director
Vonna Cramer, Licensing Lead
Elizabeth Lagerberg, AAG
Paul Bitar, Senior Financial Consultant
Mackenzie Wherrett, Executive Assistant

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 \$1.79 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 \$558,000. He also informed the committee that the Governor’s budget should be out next week.
- Director’s Report
 - Board/Agency operations
Mr. Fuller reported that there are only a few minor changes that need to be completed within the Board’s office space.

Mr. Fuller informed the committee that he is considering adding another staff position to help with licensing and administrative work.

A draft Tuition Reimbursement Policy has been created and is currently with management for review.

Mr. Fuller reported that staff expectations, performance plans, and updated job descriptions have been started for about 70% of the staff. Signed job documents will be completed by January 1, 2023.

Mr. Hendrickson discussed Mr. Fuller’s evaluation and the evaluation process. The Executive Committee members will provide input to Mr. Hendrickson and he will complete the first draft of the evaluation, then gather additional information from the Board members. This is expected to be completed by the February board

meeting. Mr. Fuller's evaluation is expected to take place at the February Board meeting during closed session. Ms. Lagerberg will check to see if there are any procedures in place, at the state level, for Agency Director evaluations.

- Communications: Emails regarding investigation process
The committee reviewed the email chain from a complainant regarding the Board's investigation process.

Ms. Lund stated that we need to be more formal and ask for more documentation from the parties. Mr. Fuller stated that we need to have a checklist or flowchart to provide to the complainant. Mr. Peden asked if the investigation process flowchart was on the Board's website, and the response was "no."

Ms. Lagerberg stated that when responding to the email, Board staff needs to address the last sentence of the complainant's email and let him know that we do not use outside third parties to review complaints, and clear language needs to be provided to the complainant that due process laws and the Board's laws and processes were followed.

- Potential Nomination of Dave Peden for NCEES WZ Secretary/Treasurer Position
Mr. Peden was asked and accepted to be nominated for NCEES WZ Secretary/Treasurer. The committee is recommending the Board nominate Mr. Peden. If the Board approves the recommendation, staff will compose a letter and send it to NCEES.
- Communication & Outreach Manager's Report
Mr. Schieferstein discussed the Outreach Report that was in the packet. He received a quote from WaTech for updating the board's website. As requested, he also received a quote from them about providing a survey to users about the usability of the site. The committee agreed with Mr. Schieferstein that Board staff could accomplish the survey for licensees and public users.

Mr. Schieferstein informed the committee that he is currently finalizing another legislative postcard to send to an updated legislative mailing list and are strategizing other communications for the upcoming legislative session.

Mr. Schieferstein reported that he is working with the PEAR (Pro-Equity Anti-Racism) group on the next phase of this project. The state has now offered staff help, at the cost of \$3,500 per agency, which we have accepted, and someone will be assigned to this group in the coming weeks.

- Legislation discussion
Ms. Gillespie provided the committee with a list of keywords and statutes that the Board is currently tracking using the LobbyGov software. She stated the list will be sent to all Board members requesting any updates to the list.

Mr. Fuller stated that staff has made revisions, requested by OFM and the Governor's Office, for FE waiver language in RCW 18.43. The next step, once it is approved by OFM and the Governor's Office is to find sponsors for the bill. One sponsor from the Senate has indicated his willingness to be a sponsor. Board staff will be looking for a sponsor from the House. Mr. Fuller would prefer to run one version of the bill through the legislative process.

- Review of Strategic Planning Items
The committee reviewed and discussed the strategic planning items below. No action was taken.

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~~ replaced with workshop session
- ~~Budget development with PB, ML, KF~~ complete

Action Items

- The committee is recommending the Board nominate Mr. Peden for the position of NCEES Western Zone Secretary/Treasurer.