**Executive Committee Meeting Report**

**April 20, 2023**

**2:00 p.m.**

**Olympia, WA (in-person) & Teams Meeting (virtual)**

**In person:**

Board’s Offices

605 11th Ave SE, Suite 201

Olympia WA 98506

**Virtually via Microsoft Teams**

**Committee**: Doug Hendrickson, PE, Chair

David 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

Jill Short, Investigations & Compliance Manager

Vonna Cramer, Licensing Lead

Mackenzie Wherrett, Executive Assistant

Elizabeth Lagerberg, AAG Advisor

Paul Bitar, DES Senior Financial Consultant

Gwen McClanahan, DES Client Services Manager

**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 $512,000.

* Director’s Report
  + Board/Agency operations

A temporary employee (office assistant 3) will start on May 1, 2023.

Ms. Wherrett informed the committee that there is board member training scheduled for August 2nd and additional online training the members have to complete.

Ms. McClanahan, DES, provided the committee with the status of One Washington, which is a new system that will modernize accounting processes statewide.

Mr. Fuller updated the committee on the status of the WSDOT/ODOT bridge design report. He stated that a cover letter is being prepared that lists the licensed and unlicensed engineers that are named in the report.

* + Status of on-going litigation

Mr. Fuller reported that Mr. Tappel’s team is requesting the Court of Appeals publish their opinion.

* + April Board meeting logistics

Mr. Fuller informed the committee that for the April Board meeting staff will be in the Board’s Offices in Olympia, and there will be a meeting room for the Board members to attend the meeting while in Houston for the NCEES Western Zone meeting.

* Communication & Outreach Discussion/Report to Executive Committee

Mr. Schieferstein provided a report on outreach activities. He reported on the Communications Task Force and gave a status report on the Board Journal.

* Rulemaking update
  + Proposed Amendments - new WAC 196-26A & 196-30 language (CR103 filed 3/1/23)

Ms. Gillespie discussed the comments and proposed amendments provided by Rhys Sterling, PE, JD. He proposed changing “prior unprofessional conduct” to “previous enforcement actions.”

The committee will recommend that the Board approve the proposed language and staff file a CR105.

* + Status Report

Ms. Gillespie provided a brief update on the status of rules currently in the rulemaking process.

* Legislation update
  + Bill tracking report

A copy of the Bill tracking report was included in the Committee’s packet.

* + *SB 5283 Engineer comity applicants*

Ms. Gillespie informed the Board that the bill should be on the Governor’s desk by the end of the week. Rulemaking will begin within the next few weeks.

* Review of Strategic Planning Items

The committee reviewed the strategic planning items listed below.

Ms. Lund informed the committee that she recently attended an ARPL (Alliance for Responsible Professional Licensing) webinar. Topics included the nationwide trends of deregulation, military assistance, interstate licensing and the lessening of some requirements.

**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

**Recommendations:**

1. Recommend that the Board approve the proposed language for WAC 196-26A and WAC 196-30 and staff file a CR105.