



EXECUTIVE COMMITTEE MEETING MINUTES
August 3, 2022 – 2:00 p.m.
Microsoft Teams Meeting (virtual)

Committee

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

Staff

Ken Fuller, PE, Director
Elizabeth Lagerberg, Advising AAG
Paul Bitar, Senior Financial Consultant, DES
Shanan Gillespie, Regulatory Program Manager
Jill Short, Investigation & Compliance Manager
Carmena Moretti, Executive Assistant
Vonna Cramer, Licensing Lead
Greg Schieferstein, Communication & Outreach
Manager

1. Discussion Topics

• Financial Report

Mr. Bitar gave an overview of the board's financial report. He reported the agency is in excellent financial condition. He stated that the agency is projected to end the biennium with about \$1.61 million in its operating account and is on track to underspend appropriation this biennium by \$543,000.

He reported last fiscal year, the agency generated \$2.106 million in licensing revenue vs. just \$1.824 million during the same period last biennium. This represents an increase of about 15.5% between biennia.

• Director's Report Board/Agency Operations

Mr. Fuller informed the committee that staff will be reporting on their various programs (Enforcement, Licensing, Administration, Outreach, Regulatory) at next week's board meeting.

○ Potential renewal fee reduction (2-year cycle)

Mr. Fuller reported that he and Mr. Bitar reviewed the revenue reports and ran some projections to see if a renewal fee reduction could be sustained over a long period of time to reduce the amount of money in its' operating account. He is recommending that the board not consider a renewal fee reduction now. The committee concurred.

Mr. Fuller discuss^{ed} the potential of allocating more money into outreach. He informed the committee that staff recently met with Dept. of Health (DOH) On-Site program staff. There is a possibility of partnering with DOH on some training for on-site professionals. This training could possibly be used towards professional development hours.

Mr. Hendrickson stated that he would like to see Mr. Fuller, with Mr. Bitar's help, prepare a journal article about how the board does not have plans to increase fees. He would also like to have the board staff explore options for outreach/education across all board professions.

- Communication & Outreach Manager's Report

Mr. Schieferstein reported there is a APWA (American Public Works Association) conference October 5-7 in Spokane and asked if the board would like to have a booth at the conference. They currently have all the speakers for the conference. Ms. Lund did not have a strong opinion about the booth however she requested Mr. Schieferstein try getting the board a speaker spot at the Spring conference.

A discussion was held on the messaging the board wants to present, and it was determined staff and the Board need to keep moving forward on what needs to be communicated to stakeholders.

He reported that he is looking into the use of social media sites as an outreach tool, and that clean-up of the Board's website has occurred, and he will be working with WaTech and board staff on updating the current site. He also reported that he is currently working with other staff on the PEAR (Pro-Equity Anti Racism) project as directed by the Governor's Office, and that they have completed phase 1 of the project.

He informed the committee that as part of legislative outreach, postcards and a constant contact message was sent out to each legislative member.

Ms. Lund stated she will meet with Mr. Schieferstein and Mr. Fuller to discuss strategic planning regarding outreach and education and brainstorming potential messages.

2. Review of Strategic Planning Items

- Remain engaged and informed on deregulation (**on-going**)

Mr. Hendrickson asked the staff how they are informed about deregulation issues. Staff informed the committee that they receive information from various organizations, and if there is legislation dropped in Washington, we will get informed through the LobbyGov application. Ms. Lund stated that it is not only deregulation, but the decoupling of examinations.

- Emphasis on outreach and education (**on-going**)

This was discussed under the Communication & Outreach Manager's Report.

- Measure performance and gain stakeholder feedback that is relevant and useful for improving our agency (**not started**)

Not discussed.

- Measure the licensing system software functionality from stakeholders (**on hold**)

Ms. Cramer provided a report to the committee. She stated that she and Mackenzie Wherrett, Licensing Specialist, met with a Dept. of Licensing POLARIS representative. There are still 11 “bugs” and 13 open stories (updating with BRPELS language) outstanding. The renewal issue has been resolved and licensees should be receiving renewal notices via email.

Ms. Lund asked the status of the rule language about giving at least a one-year initial license in WAC 196-26A and 196-30. Ms. Gillespie informed the committee that the language has been completed, but she would research it and get back to the committee.

- ~~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**

3. Action Items

- Mr. Fuller, with Mr. Bitar’s help, prepare a journal article about how the board does not have plans to increase fees.
- Mr. Schieferstein try to get the board a speaker spot at the APWA Spring conference.
- Ms. Gillespie to research the status of the rulemaking for WAC 196-26A & -30 and report back to the committee.

4. Recommendations to the Board

- None

5. Adjourn Meeting – 3:11 p.m.

Next Meeting: October 2022 – Microsoft Teams

Respectfully submitted



Doug Hendrickson, PE, Committee Chair