



STATE OF WASHINGTON
**BOARD OF REGISTRATION FOR
PROFESSIONAL ENGINEERS AND LAND SURVEYORS
SPECIAL BOARD MEETING MINUTES**

**STRATEGIC PLANNING SESSION
MEETING MINUTES
Wednesday, August 7, 2019
1:30 p.m.
John Reed Boardroom**

1. Outreach/Education Taskforce discussion

A discussion was held regarding the Board's outreach plan. There are three groups of people the board would like to reach out to.

- Licensees
- Potential licensees and students
- Public agencies and the public

A discussion was held regarding who will execute the outreach plan – staff or board members? Mr. VanDeWege suggested that the board will direct the plan, and the Executive Director and Deputy Director will execute the plan. It was recommended that staff send out the draft 2016 outreach plan with Ms. Lund's comments. Mr. Fuller will gather the comments from board members, and edit the document. The outreach plan will be discussed at the October board meeting, and the edited document will be put in the board packet.

2. Board Mission Statement

The Mission Statement will be amended and it will be ready for signature at the October meeting.

3. Policies

3.1. Small Agency Administrative Policies

- A list of draft administrative policies was presented to the board for their information.

3.2. Board Policies

- A list of board policies was presented to the board. It was recommended that policy #3 – Issuing a new license number, be repealed, as the subject is covered in RCW 18.43.110.

4. WAC 196 – Board rules

- A list of rules (WAC 196) and the committees they are assigned to was presented to the board. Staff was directed to look through the rules and provide a list of rules that need to be amended to delete reference to the Department of Licensing.

5. Board Manual

- Staff was directed to make edits to the manual and send to the board members for comments.

BOARD MEMBER TRAINING

Wednesday, August 7, 2019

3:00 p.m.

John Reed Boardroom

1. APA Separation of Roles

Ms. Lagerberg gave a presentation to the board members about the separation of duties in the adjudicative process.

2. Open Public Meetings Act (OPMA)

Ms. Lagerberg gave a presentation to the board members about OPMA.



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SPECIAL BOARD MEETING MINUTES

DATE: Thursday, August 8, 2019

TIME: 8:03 a.m.

LOCATION: The Historic Davenport
10 South Post St.
Spokane, WA 99201

BOARD MEMBERS:

Ivan VanDeWege, PE, Chair
Aaron Blaisdell, PLS Vice Chair
Doug Hendrickson, PE
Marjorie Lund, PE, SE
Nirmala Gnanapragasam, Ph.D., PE
James Wengler, PLS, CFeds
Stephen Shrope, PE, SE
Dan Clark, PLS, Pro-Tem member

STAFF MEMBERS:

Ken Fuller, PE, Executive Director
Shari Honeywell, Administrative Assistant
Shanan Gillespie, Regulatory Program Manager
Jill Short, Investigations & Compliance Manager
Vonna Cramer, Licensing Supervisor
Elizabeth Lagerberg, AAG

OPEN SESSION8:03 a.m.

1. Call to Order

1.1. Introductions

Board members, and staff introduced themselves.

1.2. Order of agenda

MOTION: Mr. Blaisdell made a MOTION to accept the agenda. Mr. Wengler seconded the MOTION, and it passed.

1.3. Approval of draft minutes: June 20, July 22 and July 24, 2019

Ms. Gnanapragasam recommended an amendment to the June 20, 2019 agenda item 9.1.3.

Remove Ms. Gnanapragasam and insert Seattle University Engineer teams.

Mr. Wengler recommended update Mr. Shrope as Excused and not absent.

MOTION: Mr. Wengler made a MOTION to accept the **June 20, 2019** minutes as amended. Ms. Lund seconded the MOTION, and it passed.

MOTION: Mr. Blaisdell made a MOTION to accept the **July 22, 2019** minutes. Mr. Hendrickson seconded the MOTION, and it passed.

MOTION: Mr. Hendrickson made a MOTION to accept the **July 24, 2019** minutes. Mr. Wengler seconded the MOTION, and it passed.

1.4. Review communications

No Business

1.5. Public comment opportunity

No Business

2. Interagency Relations

2.1. DOL/BORPELS Interagency agreement discussion

Mr. Fuller gave an update on issues with DOL and the Board.

- Interagency agreement
- Statement of Work #1
- POLARIS budget increase

Mr. Fuller gave an update on what is currently being worked on.

- Statement of Work #2

- BORPELS transition into new agency.

2.2. Update on Board Staffing and potential ORG chart

Mr. Fuller reported that Ms. Short and Ms. Gillespie work directly for BORPELS now. The Executive Director is currently a temporary position. The Executive Director job position is currently posted until August 19th. Mr. Fuller is working with Department of Enterprise Services (DES) Human Resources (HR) for the Executive Assistant (EA) position that should be posted next week. Interviews for that position will be in September. He is still working with DES HR on the Deputy Director position to determine if it will be an exempt position or Washington Management Services (WMS). The position cannot be filled until that determination has been approved. Mr. Fuller is looking to appoint a temp for one year, and then after a year post job for permanent hire.

3. Committee/Task Reports

3.1. Executive Committee

Mr. VanDeWege delivered the committee's report

Interagency Agreement

- Currently have a Statement of Work (SOW #1) for the next three to six months. Three direct DOL licensing employees and 1.5 DOL administrative employees will be paid for by the board.
- Negotiating the next phase with DOL. Transition within the office is happening now and should continue over the next several months. Files, both electronic and paper, are being transitioned to the board.
- SOW #2 may have timelines for transition activities. Mr. Fuller expects it to take 3-6 months. Transition includes phone lines, website, email addresses, etc. Mr. Wengler will be the board advisor on developing the new website.

Board staffing positions

- The EA position will be posted for recruitment within the next couple of weeks. Mr. Fuller will be looking into creating a plan regarding screening of applicants and the interview process. He would like a couple of board members to participate in the process.
- Mr. Fuller informed the committee the Executive Director recruitment has been posted.
- Deputy Director Position is being worked on. He is working with DES on the type of position (exempt or WMS) and the position description. When the position description has been completed, it could be up to a one year temporary position. The incumbent in that position would have to reapply if it became a permanent position.

Budget

- Paul Bitar, DES, is working with Mr. Fuller on budget issues. Costs for the new licensing/compliance system was also discussed.

3.2. Exam/Qualifications Committee

Mr. Hendrickson delivered the committee's report

- EIT Application: Upon review of a foreign degree evaluation by NCEES, the Committee recommends to the Board that the individual be approved to undertake the EIT examination.
- SE Application: Upon review of an application for examination, the Committee recommends that the Board disapprove SE examination by the applicant. The basis of recommendation is that the scope and application of applicant do not demonstrate responsible nor progressing charge. This does not satisfy the Board's expectations of experience in Structural Engineering (18.43.040(a) (iii)).
- PE and SE Application Forms: Discussion of the content and demonstrated responses to the forms leads the Committee to recommend that the Board direct initiation of CR101 activities to revise WAC 196-12. The questions within the applications originate in WAC 196-12.
- WAC 196-20 revisions have been prepared by the 2018-2019 EQ and are prepared for final consideration with new CR-101 issuance. The EQ recommends the Board direct CR-101 issuance in this regard.
- WAC 196-26A and WAC 196-30 revisions have been prepared by the 2018-2019 EQ and are prepared for final consideration with new CR-101 issuance. The EQ recommends the Board direct CR-101 issuance in this regard.
- EIT Certificates: Staff raised a question dealing with costs of EIT certificate preparation under circumstances of reproduction as well as initial certificates given that current code waives fees for such as these and LSIT certificate fees. As the current CR-101 for WAC 196-26A must be withdrawn and reissued for BRPELS, "unsuspend"ing these fees may be considered by the Board for near term CR-101 action and is recommended by the Committee.

MOTION: Mr. Wengler made a MOTION to accept the Exam Qualifications report. Mr. Blaisdell seconded the MOTION and it passed.

3.3. Practice Committee

Mr. Wengler delivered the committee's report

Total Complaints Received - 4

2 - Engineering Complaints

0 - Surveying Complaints

0 - Unlicensed Engineering Complaints

2 - Unlicensed Surveying Complaint

0 - Corporation Complaints

Compliance Report:

There are currently 3 individuals on compliance monitoring (James Bell, PLS; Richard Russum, PLS; and Ed Spears, PLS). All three individuals are currently in compliance with the terms of their board orders.

ACTION: Communicate with Washington Association of Building Officials (WABO) about how to use our on-line licensing system. Ask all Authorities having jurisdiction to encourage their staff to verify licenses for all sealed documents submitted for approval.

ACTION: The PC is considering developing some type of database for responses to email questions.

ACTION: PC will review board policies assigned to them at the next meeting.

MOTION: Mr. Shrope made a MOTION to accept the Practice Committee report. Ms. Lund seconded the MOTION and it passed.

EXECUTIVE SESSION: Mr. VanDeWege, Board Chair, announced the purpose and estimated time 8:50 a.m. to 9:50 a.m. for *Executive Session*. At the conclusion, the Board went into open session at 9:52 a.m., and Mr. VanDeWege announced the board needed to reconvene Executive Session for another 40 minutes. Open Session reconvened at 10:30 a.m.

OPEN SESSION RECONVENES

4. Disciplinary Activity

4.1. New board orders

No new board orders

4.2. Recommended closures

- **2018-10-0001-00ENG**

Mr. Blaisdell recommended case closed.

MOTION: Mr. Hendrickson made a MOTION to accept the case manager's recommendation for closure. Mr. Shrope seconded the MOTION and it passed. Mr. Blaisdell abstained.

- **2019-01-0004-00ENG**

Ms. Gnanapragasam recommended case be closed.

MOTION: Mr. Shrope made a MOTION to accept the case manager's recommendation for closure. Mr. Blaisdell seconded the MOTION and it passed. Ms. Gnanapragasam abstained.

- **2019-06-0002-00ENG**

Mr. Hendrickson recommended case be closed.

MOTION: Ms. Lund made a MOTION to accept the case manager's recommendation for closure. Mr. Wengler seconded the MOTION and it passed. Mr. Hendrickson abstained.

- **2019-06-0003-00ENG**

Mr. Hendrickson recommended case closed.

MOTION: Ms. Gnanapragasam made a MOTION to accept the case manager's recommendation for closure. Mr. Blaisdell seconded the MOTION and it passed. Mr. Hendrickson abstained.

4.3. Disciplinary report

Presented in packet

5. New Business

5.1 Update on Interim director appointment

Mr. VanDeWege reported Mr. Fuller had been hired for the Interim Director Position.

5.2 Strategic planning report

Mr. Fuller delivered the Strategic planning report regarding topics that were discussed the previous day.

- See the Strategic Planning Meeting Notes from August 7th

6. Old Business

6.1. Review prior action items list

Ms. Honeywell reviewed the master action item list with Board.

6.2. Outreach and event calendar

Mr. Hendrickson has been asked to speak at Olympic College in Bremerton on October 18, 2019.

Ms. Cramer & Ms. Short were requested by LSAW to speak at their next chapter meeting concerning PDH requirements and compliance.

Mr. VanDeWege reported the NCEES meeting will be held on August 14-17 in Washington, D.C.

Ms. Gnanapragasam reported she volunteered to serve on a review panel for Accreditation Board for Engineering and Technology (ABET).

6.3. DAINIS Update

Mr. Fuller reported.

- O/S wastewater. The forms consists of over 200 questions to review, and should be completed in the next couple weeks.
- The PLS exam was given to Mr. Wengler and Mr. Blaisdell to review the 76+ questions. The questions have been reviewed and corrected. Ready for next step.
- Two options to consider regarding Dainis.
 - Do we continue with Dainis on anything further than what they have done to date? Dainis is willing to turn everything back over to the board to create forms for exams and be done. Dainis has submitted an invoice for what they have done to date.

- Continue with Dainis and let them do everything as additional contract, create forms for PLS and O/S exams.
- Mr. Fuller recommends option 1. Take our own pathway and enter data and track ourselves.

7. Executive Director's Report

7.1. Program operations

Ms. Gillespie reported that the R3 project is set to go live October 14, 2019. Staff will be testing R3 over the next several weeks.

7.2. Financial Report

Presented in packet.

Paul Bitar working on budget due in the next couple weeks.

7.3. Travel

Boards transitioning into TEMS.

Staff will check to determine what travel agencies are state approved.

7.4. Other items

WA Tech working on getting incoming calls directly to the 2 licensing SMEs.

8. Assistant Attorney General's report

No Business

9. Other Business

9.1. Any other business

No Business

9.2. Additional Public Comment

No Business

9.3. Action items from this meeting

Action items were reviewed and will be added to the master action items list.

9.4. Agenda items for next meeting

Discussion to just posting minutes rather than minutes and recording

Mission Statement signing

Outreach

Board Journal

10. Adjourn Meeting 1:02 pm

Next Meeting: October 24, 2019 8:00 a.m. – Special Board Meeting
Radisson Hotel
18118 International Blvd
Seattle, WA 98188

Respectfully submitted



Ken Fuller, PE, Interim Director