



## Executive Committee Meeting Report

December 6, 2023 | 8:00 a.m.

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

### Microsoft Teams & St. Martin's University

- Committee:** Dave Peden, PE, SE, Chair  
Aaron Blaisdell, PLS, Vice-Chair  
Doug Hendrickson, PE, Past Chair
- Support staff:** Ken Fuller, PE, Director (Teams)  
Shanan Gillespie, Regulatory Program Manager  
Greg Schieferstein, Communication & Outreach Manager  
Kris Horton, PLS, Deputy Director  
Elizabeth Lagerberg, AAG (Teams)  
Mackenzie Wherrett, Executive Assistant  
Vonna Cramer, Licensing Lead  
Bryce Dickison, Administrative Assistant  
Paul Bitar, Senior Financial Consultant, DES (Teams)
- Guests:** Ivan VanDeWege, PE

### Discussion topics

- **Financial Report**  
Mr. Bitar reported that BORPELS is in good financial condition. He projects the agency will end the biennium with about \$1.4 million in its operating account, Fund 024. Additionally, the agency will underspend its appropriation by about \$420k.  
  
He also reported that for the period of July 2023 – October 2023, BRPELS generated \$644k in revenue vs. \$735k during the same period last biennium. This represents a reduction of about 12.4% relative to last biennium.  
  
Due to the fact that revenue has trailed the prior biennium for four consecutive months, he lowered the revenue projection from \$4.32 million to \$4.10 million. The new projection is equal to 95% of Bi 2021-23 revenue.  
  
Staff was directed to get renewal and application data from the last 24 months and compare applications/renewals received to actual revenue received.
- **Director's Report**  
Mr. Fuller informed the committee that:
  - staff evaluations will be completed within the next month.
  - Staff is working on an automation project for the PE, PLS, OS law reviews. Ms.



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Horton informed the committee that she and Ms. Cramer have attended demonstrations from two companies and are in the process of reviewing the services they provide. Their recommendations will be forward to Mr. Fuller.

- BRPELS & DOL are in the process of finalizing the Inter-agency Agreement.
  
- **Director's Evaluation Process Discussion**  
Ms. Wherrett presented the draft Director Evaluation Process document to the committee. The document and processes will be discussed at tomorrow's meeting.
  
- **Communication Task Force Meeting Report**  
Mr. Schieferstein reported on the Communication Task Force meeting. The committee will be recommending that the Board approve the logo.
  
- **NCEES Emeritus Status Discussion**  
Mr. Fuller led a discussion about past board members that are currently listed as Emeritus members of NCEES. A policy and procedures will be drafted and presented to the committee at the next meeting.
  
- **2024 Legislative Session Discussion**  
The committee was informed that the 2024 Legislative Session begins January 8, 2024. Staff is currently monitoring 3 bills.

#### **Strategic Planning Items**

- Remain engaged and informed on deregulation.
- Emphasis on outreach and education.
- Measure performance & gain stakeholder feedback that is relevant and useful for improving our agency.
- Measure the licensing system software functionality from stakeholders.

#### **Action items:**

1. Staff was directed to get renewal and application data from the last 24 months and compare applications/renewals received to actual revenue received.
2. Staff was directed to create a policy/procedures regarding naming Emeritus members at NCEES.