

**December 2020
Practice Committee
Discussion Topics**

Committee: Ms. Marjorie Lund, PE, SE, Chair
Mr. Doug Hendrickson, PE
Mr. Jim Wengler, PLS

Support Staff: Ms. Short

- Complaints Summary
- Administrative Closures Summary
- Compliance Report
- Administrative Complaint Intake/Closure Procedures
- Board Policies 3, 44 & 48

Action Items from October 2020:

1. Mr. Fuller, Mr. Larson, Mr. Hendrickson, Ms. Lagerberg, Ms. Gillespie, and Ms. Short will work on the Administrative Complaints Intake/Closure Process (flowchart) and bring back to the December PC meeting.
2. PC is recommending the administrative complaint closures be presented to the PC for review/approval. Those closures will be presented to the Board during the PC report for Board concurrence. The closure notifications will then be sent to the complainant/respondent. The PC recommends trying this process for six (6) months.
3. The PC reviewed a legislative timeline presented by Ms. Gillespie. The PC requested this document be made available for current and future Board members. Ms. Gillespie will work with Ms. Moretti on where to house the document.
4. Previous ongoing action items:
 - a. Creating database for email questions/answers. (Review at February 2021 PC meeting)
 - b. Review policies related to practice committee. (Ongoing)

- c. Continue tracking monument legislation sponsored by LSAW/DNR. (Review at December 2020 PC meeting)
- d. Create an activities report and accomplishments by the PC. (Add to each PC agenda)
- e. Continue working on language in WAC 196-25. Ms. Gillespie, Mr. Fuller, and Ms. Lagerberg will look at questions and larger issues around designees, definition of businesses, and responsible charge. (Draft language will be brought to the PC at the December 2020 meeting)