



Executive Committee Meeting

August 1, 2024 | 8:00 a.m.

Teams meeting (virtual) & Olympia (Board's Office)

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

Support staff: Shanan Gillespie, Regulatory Program Manager
Ken Fuller, PE, Director
Kris Horton, PLS, Deputy Director
Mackenzie Wherrett, Executive Assistant
Greg Schieferstein, Communication Manager
Jill Short, Investigation & Compliance Manager
Vonna Cramer, Licensing Lead
Bryce Dickison, Administrative Assistant
Ian Shelley, Senior Financial Consultant
Elizabeth Lagerberg, AAG Advisor

Discussion topics

- **Committee Chair Expectations**
Marjorie's expectations for the committee were provided in the packet. No further discussion.
- **Financial Report**
Ian discussed the June financial memo that was included in the packet. He explained that expenses exceeded revenues for the month, and he asked questions of the Department of Licensing regarding POLARIS costs.
- **Discussion of potential fee increases (WAC 196-26A)**
The committee reviewed the draft language cleaning up the language in WAC 196-26A and WAC 196-30. Ken has been in discussions with DOL regarding the updates of fees in POLARIS. He expressed concern that if the Board went ahead with all changes presented, there may be issues with getting all the updated fees changed in POLARIS in time to meet effective dates.

Ian provided the committee with a memo regarding licensing renewal fee adjustments and provided them with data using a 10% renewal fee increase. After discussing Ken's concerns, and based on the information in Ian's memo, the Executive Committee will be recommending that the Board approve the amended renewal fee of \$128 for professional engineers, land surveyors, designers & inspectors; a late fee of \$64 (total renewal \$192); and \$121 for corporations/LLCs. (Current renewal fees are \$116 for PE/LS/On-site, late fee \$58, Corporation/LLC \$110). However, they will keep on working on the clean-up of other language, and look at amending the application fees in the next year or two.

The committee directed staff to create a clean copy of the amended language showing changes to the renewal language and renewal fees only, put it in the board packet and provide the document(s) to the Board members prior to the Board meeting.

Recommendation: The Executive Committee will be recommending that the Board approve the amended renewal fee of \$128 for professional engineers, land surveyors, designers & inspectors; a late fee of \$64 (total renewal \$192); and \$121 for corporations/LLCs.

- **Communication & Outreach Update**
Greg informed the committee that staff is working to complete the last steps of updating the website and the new website should be released by September 1st.
- **Director's Report**
Kris discussed the new/updated staff positions. Effective September 1, licensing staff are being reallocated to Professional Licensing Representative 1s.

The investigator 4 position (Jill's position) will be double filled, as she is retiring next year. She hopes to have that job announcement out this month, and someone hired by October.

A Management Analyst 4 position is being created and management hopes to have that position filled by this fall.

- **Discussion of Current Action Item**
No discussion.
- **Review of Strategic Planning Items**
No discussion.

Previous Action Items

- Staff to work on a license review/report out document regarding all three of the professions Board regulates and provide it to the Board at a future meeting.

Strategic Planning Items

- Remain engaged and informed on deregulation.
- Emphasis on outreach and education.
- Measure performance & gain stakeholder feedback that's relevant and useful for improving our agency.
- Measure the licensing system software functionality from stakeholders.
- Early engagement with professional organizations in rulemaking.