



Executive Committee Meeting October 16, 2024 | 10:45 a.m.

Virtually via Microsoft Teams &
In-person in Spokane, WA

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
Kristina Horton, PLS, Deputy Director
Ian Shelley, Senior Financial Consultant
Elizabeth Lagerberg, AAG
Mackenzie Wherrett, Executive Assistant
Jill Short, Investigation & Compliance Manager
Vonna Cramer, Licensing Lead
Bryce Dickison, Administrative Assistant

Guests: Jim Wengler, PLS

Discussion topics

- Financial Report
Ian discussed the July/August financial memo that was included in the packet. The memo showed revenue of \$329k total, and the expenses for July/August combined were \$316k. The Board's fund balance at the end of August was \$1.67 million, an increase of \$13,000 from June.
- Rulemaking for WAC 196-26A & WAC 196-30 – Progress update
Shanan informed the committee that this rulemaking has been divided into two separate activities. One for the amendment of the fees and one for the amendment of language. A public hearing for the amendment of fees will be held on November 6, 2024 at 12:30 pm. The CR102 for the amendment of language will be filed with the Code Reviser's Office after November 1st.
 - Discussion of Special November Committee & Board meeting dates
The Committee will be requesting that the Board hold a special meeting in November to approve the comments and responses (Concise Explanatory Statement) and filing of the CR103 for fee increases.

- Rulemaking for multiple WACs (Pronoun usage) – Progress update
This rulemaking was originally filed as a CR105 (expedited rulemaking). The Board received several comments objecting to the use of the expedited rulemaking process, as well as comments opposing making the pronouns gender neutral. A public hearing will be held on November 20, 2024 at 12:30 pm.
- Rulemaking for WAC 196-09 (New Index Rule) – Review draft language
The committee reviewed the draft language and will recommend the language be approved and a CR102 filed.
- Director's Report
Ken informed the committee that the Investigator 4 position has been filed. Randy Garcia was hired and begins next week.

He informed the committee that that BAPs (Brief Adjudicative Proceedings) will be used more to adjudicate simple disciplinary cases. It is one of the special projects Jill will be working on after training with the new investigator is completed.

He explained that he and Kris meet with the licensing staff on Monday mornings to review license applications. The licensing staff are doing a great job with their initial reviews.

Vorsite is being brought back to help with the complaint tracking system within SharePoint. There are some processes that will be updated, and additional training will occur.

He let the committee know a Team Culture Consultant has been hired to help staff change the culture of the agency. Executive Team will meet offsite with the consultant before the rest of the staff meet with the consultant.

- Legislation update
Ken let the committee know that the meetings with Legislators (Rep. Waters & Sen. Liias) went well. Also, the agency is moving forward with a contract to hire a consultant to help with lobbying. This contract will run through June 2025.

Kris informed the committee that an individual has applied for the PLS board position currently held by Jim Wengler. This individual is a dual licensee (both PE & PLS) and works for a county in eastern Washington.

- Communication & Outreach Report
Mackenzie gave an overview of the report in the packet. A discussion about outreach was held but no decisions were made.
- Action Item Discussion
A copy of the draft report regarding all three of the professions the Board regulates was in the packet. Once staff updated the document, it will be provided to the committee for their review.



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- Strategic Planning Items Discussion
A short discussion was held, but no action was taken.

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.