



Executive Committee Meeting

August 6, 2025 | 8:00 am

Virtually via Microsoft Teams & In person: BRPELS Offices
605 11th Ave SE, STE 201
Olympia, WA, 98501

Committee:
(Via MS Teams) Doug Hendrickson, PE, Board Chair
Mike Harney, PE, Board Vice Chair
Marjorie Lund, PE, SE, Past Board Chair

Support staff:
(Via MS Teams) Ken Fuller, PE, Director
Kristina Horton, PLS, Deputy Director
Mackenzie Wherrett, Executive Assistant
Bryce Dickison, Administrative Assistant
Shanan Gillespie, Regulatory Program Manager
Greg Schieferstein, Communication Manager
Kevin Ballard, Internal Control Manager
Ian Shelley, Sr. Financial Consultant
Elizabeth Lagerberg, AAG

Guests: Jon Warren, PLS

Discussion topics

- Financial Report (*Ian*)
Mr. Shelley delivered the financial report. FY25 will close and be finalized on September 5, 2025. A fund sweep of \$440,000 was completed by the Treasurer's Office in accordance with the biennium 27 budget bill.

Mr. Hendrickson asked Mr. Shelley to clarify terms used in the financial report, such as "cohort" and "allotment". Cohort referred to individuals renewing within a 2-year cycle and allotment was a spending plan. Mr. Shelley explained there are no concerns with projections for overage of payroll expenses.
- 18.43 RCW Update - Stakeholder Meetings (*Ken/Shanan*)
Mr. Fuller covered the stakeholder meetings, and the comments provided. Ms. Gillespie mentioned there was one additional comment provided the day prior which will also be provided to the board. The next stakeholder meeting is scheduled for August 13, 2025 at 12:00 pm.
- Licensing report regarding all three professions the Board regulates (*Kevin*)
Mr. Ballard presented the licensing report regarding improvements to the licensing process. The improvements will increase automation, improve customer experience, expand redundancy, and emphasize accountability.

Mr. Ballard explained that the forms aren't connected to POLARIS and licensing specialists will upload the forms into the system once received.

Mr. Hendrickson asked for further timing analysis to assess if the agency will need more staff to support licensing. Mr. Hendrickson stated that the projected workload numbers in the report should be whole numbers as they are individual actions and suggested having more Lean trained staff.

The committee expressed appreciation for the Lean process and thanked Mr. Ballard for his work.

Strategic Planning Items

- Measure performance & gain stakeholder feedback that's relevant and useful for improving our agency. *In progress.*
- Measure the licensing system software functionality from stakeholders. *In progress.*
- ~~Early engagement with professional organizations in rulemaking.~~

Adjourn 8:46 am