(Secretary)

14 March 2024

All Productivity Board Members

# GENERAL PRODUCTIVITY BOARD (PB) MEETING HELD LEGISLATIVE BUILDING - 14 MARCH 2024

#### **ATTENDEES:**

Chair: Amanada Doyle (non-voting)	Mandeep Kaundal (absent)
Mia Navarro (non-voting)	Shad Bell
Miranda Cavender (non-voting)	Jen Gilliard (absent)
Pete Kmet	Greg Mennegar
Ashley Fueston (absent)	Liz Morris
Sybill Hyppolite	Kirk Kirkland
Dave Junius	Shelby Saylors

### **INTRODUCTORY REMARKS**

A motion to call the meeting to order at 1100 hrs. was ordered. The motion was put forward by Pete Kmet and seconded by Shad Bell. **MOTION CARRIED.** 

DISCUSSIONS	ACTION BY
CHAIR WELCOMED ALL MEMBERS Introductions and round table, Board Chair thanked all members for their support and participation.	NIL

## **NEW BUSINESS/REPORTS**

DISCUSSIONS	ACTION BY
BOARD COMPOSITION	
Pete Kmet inquired into the process of determining who would be Board Chair and will there be a Vice-Chair. Shad Bell raised the issue of Secretary of State delegating his duties to his Chief of Staff, Amanda Doyle.	Interim Chair
Greg Mennegar and Amanada Doyle asked if this discussion could get tabled until the next meeting so that they could seek legal counsel from the AG. Referencing RCW 41.60.015, a) The secretary of state who shall act as chairperson.	
MOTION CARRIED.	
QUICK OVERVIEW /CONDUCTING BUSINESS	
<ul> <li>Team Agreement (Code of conduct)</li> <li>Parliamentary Procedures</li> <li>Confidentiality / Privacy</li> <li>Terms of Reference (TOR)</li> </ul>	Secretary
A very high-level review of Board Governance was presented to all board members. These documents will be sent out to the board for further review and editing.	Productivity Board Supervisor
Greg Mennegar will be looking into creating a Board SharePoint account as well as a Productivity Board inbox. Having a central repository for all working documents is important for consistency.	
CONDUCTING BUSINESS	
A brief overview of Board functions and staff functions were discussed, referencing sections from the TOR. And the necessity to create a double-bridged team, staff and board members working together to improve the Productivity	Secretary

DISCUSSIONS	ACTION BY
Board Program.	
<ul> <li>The Productivity Staff discussed the process for reporting suggestions and the requirement to choose two evaluators prior to each meeting. These two members will be responsible for reviewing each docket and briefing the group. This function will be rotated to ensure shared responsibility.</li> </ul>	
The PB staff is currently working on a process for presenting Board reports, Shad Bell asked if the board could see all suggestions, not just those that go to evaluation.      MOTION CARRIED.	PB Staff Members
BOARD TRAINING REQUIREMENTS	
<ul> <li>Executive Ethics Board Presentation</li> <li>OPMA Training</li> <li>Status Values Assessment</li> </ul>	
The Ethics Board presentation will take place at our next meeting. This training is a MUST attend.	Productivity Board Supervisor
The chair reminded all board members to complete the OPMA training.	Secretary
The Secretary is looking into the availability and cost of a values assessment for the board.	
NEXT MEETING SCHEDULE	
The issue of meeting regularity was raised, the Productivity Board staff will work with board members to establish a proper meeting cadence. A plan will be determined at the next board meeting.	Secretary
• Another board meeting will be scheduled in April to finalize board structure and roles and responsibilities.	

DISCUSSIONS	ACTION BY
NIL	
CLOSING REMARKS	
The Chair thanked all members in attendance for their commitment and attention to detail. The board members thanked the PB Staff for all their efforts to date, including setting the foundation for a successful partnership.	N/A

### **ADJOURNMENT**

There being no further business to discuss, the CHAIR made a motion to adjourn. The motion was seconded by Pete Kmet. **MOTION CARRIED**.

Time of adjournment 1200 hours.

Clizabeth Morris
Elizabeth Morris

**Board Secretary** 

Office of the Secretary of State

Date: 22 March 2024