Productivity Board Legislative Building PO Box 40220 Olympia, WA 98504-0220



Office of the Secretary of State

Secretary of State

(Secretary)

30 May 2024

All Productivity Board Members

GENERAL PRODUCTIVITY BOARD (PB) MEETING HELD LEGISLATIVE BUILDING - 30 MAY 2024

ATTENDEES:

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

INTRODUCTORY REMARKS

A motion to call the meeting to order was made at 1pm hrs. was ordered. The motion was put forward. MOTION CARRIED.

| DISCUSSIONS | ACTION BY |
|---|-----------|
| CHAIR WELCOMED ALL MEMBERS The chair welcomed members and staff and started introductions of herself, PB members, and staff. Established quorum and agenda was approved. | Chair |



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| DISCUSSIONS | ACTION BY |
|---|-----------|
| BOARD COMPOSITION | |
| Chair Appointment | Chair |
| - The Secretary of State authorized a representative to serve as Chair on the board. | Chair |
| - The PB board nominated and voted to have Pete Kmet serve as Vice-Chair for the next calendar year. | |
| MOTION CARRIED. | |
| OLD BUSINESS | |
| Rulemaking | |
| - Reviewed the TOR. | |
| - Discussed and highlighted importance of the TOR for conducting business. | Board |
| - Questions were raised about how records are kept for people who do not have a government email and who is responsible for maintaining them. | |
| - There was also acknowledgment that the code of conduct on the TOR and Team agreement were mismatched. | |
| - Working agreement and TOR discussion tabled for the next meeting. | |
| Working Agreement | |
| Assessment | |
| - Questions were raised about covering the cost, staff explained that the OSOS will be covering costs either through reimbursement or purchasing license. | |
| - Questions were also raised about a deadline to complete the assessment. | |
| - Members want to understand the goals of the value assessment and how it will benefit the board. | |



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NEW BUSINESS

Board Report

- Reviewed the rate of suggestions and how they peaked in Feb and March and decreased in April and May.
- Discussion about updating policies for the appeals process. PB staff.

Reviewing Suggestions

- The PB staff are working toward a software update which will result in a more efficient process for tracking suggestions.
- Discussed changes to suggestions since the previous report was sent. Suggestions were changed to a recognition award because it was more appropriate.
- Discussion on non-adopt suggestions and how the Board or PB staff provide feedback to suggesters.
- PB staff talked about not offering specific feedback to avoid making suggestions for people.
- Some board members advocated providing constrictive feedback to avoid missing out on good suggestions.

Further discussion about non-adoptions

- Some of the scope on the non- adopts were too small and could be applied state-wide.
- Discussion about best policies around suggestions that have previously been suggested and conversation referenced providing feedback to people.
- Feedback is up to the agency to provide, and the PB staff does not provide additional feedback.
- The board can also provide feedback on suggestions.
- PB staff advised the board that if they need further clarification on reports to reach out.

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| - | Motion passed to adopt based on recommended award. | |
|-------------|--|-------|
| - | Non-adopts were tabled for the next meeting. | Board |
| - | Voted on suggestions from Nathan Wilson (DOC) and David Halpern from (Parks & Recreation). | Dom'u |
| NEV | V BUSINESS/DISCUSSION | |
| - - - | Discussed the number of required meetings. Set next meeting to be 22 August. Reviewed dates to report to code revisor. Discussed teams' channel and OSOS emails for board members. Reviewed assignments for reviewing suggestions for next board meeting. | |
| ROL | JND TABLE | |
| - | Establish rules and procedures to have as an SOP and to establish points of contact and flow of information for the board. | |
| CLC | SING REMARKS | |
| - | Reviewed next meeting and future ones. No decisions were made beyond 22 August. | |
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ADJOURNMENT

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

Time of adjournment 2:51 hours.

A roy Mm

Greg Mennegar Productivity Board Manager Office of the Secretary of State Amended: 09/16/2024