



(Secretary)

12 September 2024

All Productivity Board Members

**GENERAL PRODUCTIVITY BOARD (PB) MEETING
 HELD WASHINGTON STATE LIBRARY - 12 September 2024**

ATTENDEES:

Chair: Amanada Doyle (non-voting)	Mandeep Kaundal
Mia Navarro (absent)	Shad Bell
Miranda Cavender (absent)	Jen Gilliard
Pete Kmet	Greg Mennegar
Ashley Fueston (absent)	Charlie Boisner
Sybill Hyppolite (absent)	Kirk Kirkland
Dave Junius	Shelby Saylor
Greg Tito	Michael Mataya
Naima Neghmouche	Trista Truemper
Jerry Dougherty	Manny Choi
Hollyann Dahlberg	Verna Mumford
Sean Andrews	TVW

INTRODUCTORY REMARKS

The meeting was called to order at 1030 hrs.

<i>DISCUSSIONS</i>	<i>ACTION BY</i>
<u>CHAIR WELCOMED ALL MEMBERS</u> Introductions and round table, Board Chair thanked all members for their support and participation.	<i>Chair</i>
Roll call, quorum established.	<i>Chair</i>
Minutes from previous meeting approved, with amendment to change “Co-Chair” to “Vice-Chair” on page two.	<i>Pete Kmet</i>



NEW BUSINESS/REPORTS

<i>DISCUSSIONS</i>	<i>ACTION BY</i>
<p>Explanation of the process for the Board to read and review suggestions prior to board meetings and approve in batches, calling out specific suggestions that need further discussion.</p> <p>Suggestion 241062</p> <p>Discussion about discrepancy in evaluations. Two agencies recommended non-adopt, one voted to adopt. Question about actual savings for the agency that recommended adoption as the savings were provided as estimates without supporting information.</p> <p>A representative from the Parks and Recreation commission, noted that volume was a contributing factor because the agency is far smaller than others, and the numbers provided were the best-case scenario and the agency's recommendation is to adopt.</p> <p>Recommended that suggestion be referred back to agency to provide additional financial information such as a price quote demonstrating that they reflect the realized savings rather than estimates.</p> <p>There was discussion with PB staff of approving suggestions preemptively based on predicted savings but Board it was the responsibility on the staff to follow up on suggestions for consistency.</p>	<p><i>Chair</i></p>
<p>2410013</p> <p>Discussion about the evaluation and it cites that they are required by state and federal law to have paper application.</p> <p>Board tabled consideration to next meeting to allow for staff to follow-up with agency to cite specific laws that would make this suggestion ineligible.</p> <p>Motioned to Adopt from the recommend adopt list:</p> <p>2410060 2410006 2410056</p>	<p><i>Pete Kmet/Shad Bell</i></p>



2410067

With amendment to exclude from the recommended adopt list:

2410047

2410062

2410000

MOTION CARRIED.

Discussion of recognition awards

Discussed that recognition awards are per suggestion and that there is not a lifetime limit on recognition awards.

Discussion of recommend non-adopt list

2410040

Suggester said that the evaluator misinterpreted the financial information, and that this suggestion has not been submitted before, and therefore should be eligible.

Productivity Board staff discussed that there was no record showing the suggestion has been submitted before and that board would like updated numbers.

Suggestion was tabled to next meeting.

2410055

Submitter questioned what information was included with the suggestion.

Productivity Board staff provided a summary of the suggestion. Submitter added more information and context to the suggestion. Board questioned if there was any follow-up done by the Productivity Board staff. Staff indicated that there was no follow up, the evaluator provided detailed information about food waste. Submitter also indicated that food is grown at the facility but that it is not available for consumption by incarcerated individuals. Requested that someone speak with staff and incarcerated individuals.

2410014

Response received that the suggestion was already implemented and was referred to the agency. Suggester said that QR codes are blocked by state internet, only they are only able to access them by



using personal devices.

2410013

Discussed this suggestion again and referred to agency to find which state and/or federal regulation(s) makes the suggestion ineligible.

Pete Kmet/Shad Bell

Motion to approve agency recommendation of non-adopt suggestions.

With the exclusion of the following suggestions from the recommended adopt list and request additional information:

2410055

2410040

2410013

MOTION CARRIED.



<i>DISCUSSIONS</i>	<i>ACTION BY</i>
<p>Discussion of Board business</p> <p style="padding-left: 40px;">Board attendance</p> <p style="padding-left: 80px;">Proposed rule for attendance</p> <p style="padding-left: 120px;">Discussion of who has appointing authority and who can add and remove board members.</p> <p>Appointed Board members can only be removed by appointing authority. Chair will reach out to Board members that miss multiple board meetings. Vice-chair expressed a reluctance to have a hard and fast rule regarding attendance to accommodate personal issues.</p> <p>Discussion about what other boards do, possibility of changing number of voting members or having a proxy. RCW establishes number required for quorum and proxies are not allowed per open meetings act.</p> <p>Vice- Chair responsibilities</p> <p style="padding-left: 40px;">Role is to stand in for Chair when Chair is unavailable. Definition provided in draft Terms of Reference document.</p> <p>Multi-Agency Suggestions.</p> <p style="padding-left: 40px;">Changes to suggestion from and add a section to include any agencies as necessary, essentially tagging agencies in the suggestion</p> <p>Discussion about other agencies taking inspiration from other suggestions and how that would be handled</p> <p>Suggestions are agency based, so one suggestion from one agency can still be considered in another agency</p> <p style="padding-left: 40px;">Discussion on what does multi-agency mean what are the parameters</p> <p style="padding-left: 40px;">Discussed what is standard practice right now of suggestions that impact other agencies</p> <p>Legislative Report</p> <p style="padding-left: 40px;">Available on website Included 2 suggestions Discussed how the report is given to the legislature</p> <p>Recommended that the report should include suggestions by each district</p>	



<p>and the report should be sent directly to legislators instead of just the code revisor</p> <p>Public Comment</p> <p>Food Waste</p> <p>Submitter added more information and was suggested to referred to her agency to have further discussion.</p> <p>Read Awards to award winners (virtual attendees) by Secretary Hobbs.</p> <ul style="list-style-type: none">• Jerry Dougherty• Hollyann Dahlberg	
<p><u>NEXT MEETING SCHEDULE</u></p> <p>December 2, 2024 – 10 AM - Noon</p>	



CLOSING REMARKS

The Chair provided the date of next meeting. Thank you from Board to staff.

ADJOURNMENT

There being no further business to discuss, the CHAIR adjourned the meeting.

Time of adjournment 1225 hours.

Greg Mennegar

Greg Mennegar
Productivity
Board Manager
Office of the Secretary of State
Date: 23 September 2024