

EXECUTIVE COMMITTEE MEETING

SUMMARY MINUTES

LOCATION: DES Conference Center, Room 2331
1500 Jefferson St
Olympia, Washington

MEETING DATE: February 24, 2017

Members in Attendance: Steve Simpson, Council Chair; Dave DeWitte, Vice Chair; Jim Tinner; Leanne Guier

Members Absent: Eric Vander Mey

Other Council Members Present: Duane Jonlin

Staff in Attendance: Tim Nogler, Managing Director; Dawn Cortez, AAG; Krista Braaksma; Joanne McCaughan

Visitors Present: Farrell Presnell, Assistant Director, DES Contracts, Procurement & Risk Management; Mollie Clinton, Human Resources Director, DES; Tim Attebery, AGC, Al Audette, BIAW

Agenda Items	Committee Actions/Discussion
1. Welcome and Introductions	The meeting was called to order at 9:00 a.m. Committee/Council Chair Steve Simpson welcomed everyone and introductions were made.
2. Review and Approve Agenda	The agenda was approved.
3. Review and Approve Minutes	The minutes of the December 12 meeting were approved as written.
4. Hiring Process	<p>Tim Nogler noted the Council currently has a vacant position for the Secretary Senior position. Additionally, Joanne McCaughan, Codes Specialist, will be retiring at the end of April, and Tim will be retiring later this year.</p> <p>Tim suggested that the Council go through the process to double-fill his position of Managing Director for a short interim. That would facilitate some training for the new hire. The Codes Specialist position could then be filled later.</p> <p>The Committee discussed the hiring process with Mollie Clinton, Farrell Presnell and Dawn Cortez and what the Council's role would be in that process. Dawn also recommended consulting with the AAG for Labor and Personnel.</p> <p><i>Public Comment</i> None.</p> <p><i>Motion</i> Dave DeWitte moved to recommend to the Council that a search committee be established and ask for volunteers to serve. He noted that if there were a large number of interested parties, the group could be broken down into subcommittees. Leanne Guier seconded the motion.</p> <p>Steve Simpson clarified that the recommendation would be for an ad hoc committee. The clarification was accepted as a friendly amendment.</p> <p>The motion carried.</p> <p>Steve said the Executive Committee could work with Tim, the AAG and DES staff on something to present at the Council meeting in March.</p>

5. Bylaw Review – Legislative Committee	<p>Tim noted the Bylaws would be on the Council agenda for the March meeting. There were two changes approved at the January meeting, including the changes to the duties of the Legislative Committee, specifying they would monitor legislative matters, and develop recommendations for consideration by the Council.</p> <p>Leanne voiced concerns that the Council does not meet often during the legislative session, so there is not much opportunity for action. Tim noted the Council does have the ability to convene a special meeting, if necessary.</p>
<i>Public Comment</i>	None.
6. Staff Report	None.
7. Other Business	None.
8. Adjourn	The meeting was adjourned at 9:55 a.m.