



Washington State Building Code Council

Improving the built environment by promoting health, safety and welfare

1500 Jefferson Street SE • P.O. Box 41449 • Olympia, Washington 98504
(360) 407-9280 • fax (360) 586-5366 • e-mail sbcc@ga.wa.gov • www.ga.wa.gov/sbcc

EXECUTIVE COMMITTEE MEETING SUMMARY MINUTES

LOCATION: DES Conference Center, Room 2330
1500 Jefferson St
Olympia, Washington

MEETING DATE: December 16, 2016

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

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

Visitors Present: William Palmer, Tim Herbert

Agenda Items	Committee Actions/Discussion
1. Welcome and Introductions	The meeting was called to order at 11:00 a.m. Committee/Council Chair Steve Simpson welcomed everyone and introductions were made.
2. Review and Approve Agenda	The agenda was approved. Tim Nogler noted the minutes from the October Executive Committee meeting will be helpful in the review of the Council's Policies and Procedures rulemaking at the January Council meeting.
3. Review and Approve Minutes	The minutes of the October 5 meeting were approved as written.
4. FY 18 and 19 Budget	<p>Tim provided some background on how the budget was developed by DES and submitted to OFM. He provided a handout of the 17-19 biennial budget as submitted by DES in September. The first page shows the allotment amounts, as recommended by OFM, that are based on projections of the revenue for fiscal years 2018 and 2019. Also shown is the performance measure used by the Council. Performance measures are required by statute as a method to analyze budget requests. In the past, the Council has also used fire deaths as a performance measure. This is something the Council could weigh in on and suggest what performance measures could be used to quantify or measure the work done by the Council. The second page of the handout looks at the projected costs for the current fiscal year. There is approximately a \$100,000 shortfall between the projected costs and the budget submittal. The final page shows the actual revenue received by the Council since 2013.</p> <p>The Committee discussed the motion needed by the Council at the next meeting to concur with the DES submittal of the budget to OFM. They also discussed the staffing level and the tasks ahead in the next fiscal year, as well as possibilities for reallocating the current vacant staff position. Tim also noted the Governor's</p>

<p><i>Public Comment</i></p> <p><i>Motion</i></p>	<p>budget, which was released the day before, included \$100,000 from the state general fund to cover the shortfall in the Council’s budget.</p> <p>The Committee discussed the previous energy report, the requirements for the report and the resources available to prepare the report. Tim estimated that there would be about \$50K available if the vacant position was not filled immediately.</p> <p>None.</p> <p>Dave DeWitte moved to recommend the Council hold off on hiring for the vacant Secretary Senior position and have staff look at resources to fund the energy code baseline report. Eric Vander Mey seconded the motion. The motion carried with one abstention.</p> <p>Leanne Guier expressed concern that the FTE may be lost if not filled. Tim said the position would be retained as a vacant position.</p>
<p>5. Hiring Process</p> <p><i>Public Comment</i></p>	<p>Tim stated that hiring goes through the DES Human Resources office, but the Council can provide direction on the position description, the interview process and make the final selection.</p> <p>The Council debated the level of Council involvement in the process and at what level—Council versus Executive Committee. Jim Tinner recommended that staff do the initial review and have the Executive Committee perform the final interviews.</p> <p>None.</p>
<p>6. Staff Report</p>	<p>The next Council meeting is scheduled for January 6 in Senate Hearing Room 2. The Council will be reviewing their Bylaws and Policies & Procedures and may be making decisions on those topics.</p>
<p>7. Other Business</p>	<p>None.</p>
<p>8. Adjourn</p>	<p>The meeting was adjourned at 12:05 p.m.</p>