



WASHINGTON STATE
EXECUTIVE ASSISTANTS GROUP

2018 MINUTES
GOVERNOR JAY INSLEE ADMINISTRATION

Date	Time/Location	Agenda	Attend	Notes
Jan. 3, 2018	Time: 8-10am Location: BIIA	General Business Speaker, Stefanie Randolph DOH	8	Presentation: Plain Talk
Feb. 7, 2018	Time: 8-10am Location: BIIA	General Business Speaker, Michaela Doelman Joanne Lee, DES	11	EAG Board nominations for 2018-19 Presentation: Generations in the Workplace
Mar. 7, 2018	Time: 8-10am Location: BIIA	General Business Speaker, Aaron Wyatt Student Achievement Council	10	EAG Board elections for 2018-19 Presentation: Email and Calendar Guidelines and Protocols
Apr. 4, 2018	Time: 8-10am Location: BIIA	General Business Speaker, Paj Nandi, DOH	10	Presentation: Academic Partnerships
May 2, 2018	Time: 8-10am Location: BIIA	General Business Roundtable	8	Audit Report reviewed Roundtable: Public Service Appreciation Activities
May 17 - 18, 2018	Planning Session Location: Quality Inn, Ocean Shores, WA	General Business Speaker, Haley Lowe	15	Spring planning session. Discussion regarding future training needs, potential workshops, and committees. Work Session: Leveraging our individual strengths to support and mentor each other in reaching our goals Training: Personal effectiveness – Bringing your best self forward and Strategies for dealing with work place challenges
Jun. 6, 2018	Time: 8-10am Location: BIIA	General Business Speaker, Denise Ross & Amanda Martinez	13	Spring Planning Work Session Recap Presentation: Zoom Meetings
Jul. 11, 2018	Time: 8-10am Location: Student Achievement Council	General Business Speaker, Christy Hoff, Gov. Interagency Council on Health Disparities	13	Fall conference date and budget set Presentation: Health Equity Work in State Government
Aug. 1, 2018	Time: 8-10am Location: DOH	General Business Speaker, Michelle Davis SBOH, Nikki Johnson and Tarah Kimbrough DOH	12	Tour: Modern Workplace at Department of Health
Sep. 5, 2018	Time: 8-10am Location: Student Achievement Council	General Business Speaker, Anita Wieland and Nathan Sherrard OFM	14	Presentation: Records Management and Public Records Disclosure Requests
Oct. 3, 2018	Time: 8-10am Location: BIIA	General Business Speaker, Jennifer Steele, AGO	13	Fall Conference Debrief Presentation: Public Records Act Updates

Date	Time/Location	Agenda	Attend	Notes
Nov. 7, 2018	Time: 8-10am Location: BIIA	General Business Speaker, Franklin Plaistowe, OFM	7	Volunteer Day Debrief Presentation: Workplace Environment – Fundamentals for Leadership
Dec. 5, 2018	Time: 8-10am Location: Red Lion, Olympia, WA	General business	12	Accessibility workshop debrief



January 3, 2018
Minutes
Approved 2/7/2018

MEMBERS PRESENT

Melanie Hisaw, State Board of Health
Paulette Yorke, Environmental and Land Use Hearings Office
Lindsay Matthews, Citizens Commission on Salaries
Vanessa Smith, Public Employment Relations Commission
Dustin Dickson, Liquor and Cannabis Board
Kathleen Turnbow, Caseload Forecast Council
Kelsey Davis, Transportation Improvement Board
Leslie Pope, Arts Commission

Welcome

Melanie Hisaw called the meeting to order at 8:10 a.m.

Presentation

Stefanie Randolph from the Department of Health gave a presentation on Plain Talk tips and examples.

After the presentation introductions and agency updates were made by all.

Business Meeting

Approval of the Minutes

December 6, 2017, minutes were presented. Lindsay Mathews motioned to approve the minutes, seconded by Paulette Yorke. The minutes were approved unanimously.

Adjournment

The meeting adjourned at 9:50 a.m.

EAG Board Members 2017-2018:

Co-Chairs Melanie Hisaw & Kristin Ritter; Chair Elect Denise Ross; Treasurer Xyzlinda Marshall;
Secretary/Historian Paulette Yorke; Co-Webmasters desirée Monroy and Mary Anderson



February 7, 2018
Minutes
Approved 3/7/2018

MEMBERS PRESENT

Melanie Hisaw, State Board of Health
Kristin Ritter, Student Achievement Council
Denise Ross, Puget Sound Partnership
Xyzlinda Marshall, Pollution Liability Insurance
Melanie Hisaw, State Board of Health
desirée Monroy, Economic & Revenue Forecast Council
Kimberly Pollari, Department of Corrections
Stacy Conway, State Investment Board
Amanda Martinez, Charter School Commission
Paulette Yorke, Environmental and Land Use Hearings Office
Leslie Pope, Arts Commission

Welcome

Kristin Ritter called the meeting to order at 8:10 a.m.

Introductions were made by all in attendance.

Business Meeting

Approval of the Minutes

January 3, 2018, minutes were presented. desirée Monroy motioned to approve the minutes, seconded by Leslie Pope. The minutes were approved unanimously.

Committee updates:

desirée Monroy announced that the Spring planning work session will be May 17 and 18, 2018, in Ocean Shores. Registration will open in March.

Xyzlinda Marshall noted that there will be an evening session on Thursday, February 22 at the Mayan.

Board nominations/elections:

desirée Monroy reminded the group that we are looking for a Chair Elect for the coming year and if anyone is interested or would like to nominate someone for that position or other positions on the Board they should contact her. Kristin Ritter and Denise Ross will co-chair next year. More information to come about this.

EAG Board Members 2017-2018:

Co-Chairs Melanie Hisaw & Kristin Ritter; Chair Elect Denise Ross; Treasurer Xyzlinda Marshall; Secretary/Historian Paulette Yorke; Co-Webmasters desirée Monroy and Mary Anderson

Presentation

Michaela Doelman from the Department of Enterprise Services and Joanne Lee, gave a presentation on Generations in the Workplace and how to work together.

Adjournment

The meeting adjourned at 10:00 a.m.

EAG Board Members 2017-2018:

Co-Chairs Melanie Hisaw & Kristin Ritter; Chair Elect Denise Ross; Treasurer Xyzlinda Marshall; Secretary/Historian Paulette Yorke; Co-Webmasters desirée Monroy and Mary Anderson



March 7, 2018
Minutes
Approved April 3, 2018

MEMBERS PRESENT

Melanie Hisaw, State Board of Health
Kristin Ritter, Student Achievement Council
Denise Ross, Puget Sound Partnership
Xyzlinda Marshall, Pollution Liability Insurance
desirée Monroy, Economic & Revenue Forecast Council
Kimberly Pollari, Department of Corrections
Amanda Martinez, Charter School Commission
Lindsay Matthews, Citizens Commission on Salaries
Paulette Yorke, Environmental and Land Use Hearings Office
Leslie Pope, Arts Commission

Welcome

Kristin Ritter called the meeting to order at 8:10 a.m.

Introductions were made by all in attendance.

Business Meeting

Approval of the Minutes

The February 7, 2018, minutes were presented. desirée Monroy motioned to approve the minutes, seconded by Kimberly Pollari. The minutes were unanimously approved.

Committee updates:

Regarding the annual elections, desirée Monroy made a motion to approve the slate of candidates for the upcoming year as follows: Mary Anderson and desirée Monroy, Webmasters; Xyzlinda Marshall, Treasurer; Paulette Yorke, Secretary/Historian; Melanie Hisaw, Chair Elect; Kristin Ritter and Denise Ross, Co-Chairs. Leslie Pope seconded the motion and thanked the current Board. The motion was unanimously approved. The new Board will begin their roles at the Spring Planning Work Session (SPWS) in May.

Xyzlinda Marshall advised that Barb Cleveland is willing to audit the EAG Financial records once again. She asked for a volunteer to assist Barb. Paulette Yorke volunteered.

EAG Board Members 2017-2018:

Co-Chairs Melanie Hisaw & Kristin Ritter; Chair Elect Denise Ross; Treasurer Xyzlinda Marshall; Secretary/Historian Paulette Yorke; Co-Webmasters desirée Monroy and Mary Anderson

desirée Monroy advised that registration for the SPWS which will be held on May 17 and 18, 2018 in Ocean Shores will open tomorrow.

Presentation

Aaron Wyatt, Communications Director, Washington Student Achievement Council did a presentation on e-mail and calendar guidelines and protocols.

Adjournment

The meeting adjourned at 10:00 a.m.

EAG Board Members 2017-2018:

Co-Chairs Melanie Hisaw & Kristin Ritter; Chair Elect Denise Ross; Treasurer Xyzlinda Marshall; Secretary/Historian Paulette Yorke; Co-Webmasters desirée Monroy and Mary Anderson



**April 4, 2018
Minutes
Approved 5/2/2018**

MEMBERS PRESENT

Melanie Hisaw, State Board of Health
Kristin Ritter, Student Achievement Council
Denise Ross, Puget Sound Partnership
Xyzlinda Marshall, Pollution Liability Insurance
desirée Monroy, Economic & Revenue Forecast Council
Kimberly Pollari, Department of Corrections
Lindsay Matthews, Citizens Commission on Salaries
Kelsey Davis, Transportation Improvement Board
Paulette Yorke, Environmental and Land Use Hearings Office
Leslie Pope, Arts Commission

Welcome

Melanie Hisaw called the meeting to order at 8:15 a.m.

Introductions were made by all in attendance.

Business Meeting

Approval of the Minutes

The March 7, 2018, minutes were presented. Xyzlinda Marshall motioned to approve the minutes, Kristin Ritter seconded. The minutes were unanimously approved.

Committee updates:

Registration remains open for the Spring Planning Work Session (SPWS). Planning is going well. Registration will close on April 15, 2018.

desirée Monroy gave an update on the membership committee and what is done when we get a new member.

Presentation

Paj Nandi, Director of Community Relations & Equity, Center for Public Affairs, Department of Health gave a presentation on Academic Partnerships.

Adjournment

The meeting adjourned at 10:00 a.m.

EAG Board Members 2017-2018:

Co-Chairs Melanie Hisaw & Kristin Ritter; Chair Elect Denise Ross; Treasurer Xyzlinda Marshall; Secretary/Historian Paulette Yorke; Co-Webmasters desirée Monroy and Mary Anderson



May 2, 2018
Minutes
Approved 6/6/2018

MEMBERS PRESENT

Kristin Ritter, Student Achievement Council
Denise Ross, Puget Sound Partnership
Xyzlinda Marshall, Pollution Liability Insurance
desirée Monroy, Economic & Revenue Forecast Council
Kelsey Davis, Transportation Improvement Board
Amanda Martinez, Charter School Commission
Robin Riley, Department of Corrections
Paulette Yorke, Environmental and Land Use Hearings Office

Welcome

Denise Ross called the meeting to order at 8:15 a.m.

Business Meeting

Approval of the Minutes

The April 4, 2018, minutes were presented. desirée Monroy motioned to approve the minutes, Robin Riley seconded. The minutes were unanimously approved.

Next, desirée Monroy gave an update from the Governor's Office.

Xyzlinda Marshall reviewed the results of the recent audit.

desirée Monroy gave a brief update on the upcoming Spring Planning Work Session.

Once the business meeting was concluded everyone gave agency updates.

In lieu of a speaker this month, there was a roundtable discussion on the topic of employee recognition and what different agencies do.

Adjournment

The meeting adjourned at 10:00 a.m.

EAG Board Members 2017-2018:

Co-Chairs Melanie Hisaw & Kristin Ritter; Chair Elect Denise Ross; Treasurer Xyzlinda Marshall; Secretary/Historian Paulette Yorke; Co-Webmasters desirée Monroy and Mary Anderson



**Spring Planning Work Session
Ocean Shores Washington, Quality Inn
May 17-18, 2018
Minutes
Approved 6/6/2018**

MEMBERS PRESENT

Kristin Ritter, Student Achievement Council
Denise Ross, Puget Sound Partnership (Appeared by phone)
Melanie Hisaw, State Board of Health
Xyzlinda Marshall, Pollution Liability Insurance
desirée Monroy, Economic & Revenue Forecast Council
Mary Anderson, Office of the Governor
Kimberly Pollari, Department of Corrections
Lindsay Matthews, Citizens Commission on Salaries
Leslie Pope, Arts Commission
Robin Riley, Department of Corrections
Dustin Dickson, Liquor and Cannabis Board
Amanda Martinez, Charter Schools Commission
Beverly Ubias, Archaeology and Historic Preservation
Stacey Conway, State Investment Board
Paulette Yorke, Environmental and Land Use Hearings Office

Welcome

Kristin Ritter called the meeting to order at 9:45 a.m.

Denise Ross (telephonically) gave acknowledgments to Kristin Ritter and Melanie Hisaw for their service as Chairs the past year. Kristin and Melanie then thanked Denise and the rest of the Board members.

Introductions were made by all in attendance.

Business Meeting

desiree Monroy led a discussion on workshop and monthly meeting ideas for the coming year. Melanie Hisaw agreed to take the ideas and categorize them for future use.

Committee updates:

Kristin Ritter led a discussion to solicit committee volunteers for the coming year:

EAG Board Members 2018-2019:

Co-Chairs Kristin Ritter and Denise Ross; Chair Elect Melanie Hisaw; Treasurer Xyzlinda Marshall; Secretary/Historian Paulette Yorke; Co-Webmasters desiree Monroy and Mary Anderson

2018 Fall Conference: (LNI already reserved on September 28, 2018 w/ breakout rooms)

Robin Riley will Chair the fall conference
Other volunteers: Paulette Yorke
Kimberly Pollari
Xyzlinda Marshall
Dustin Dickson
Leslie Pope will help with set-up/take down

2019 Legislative Reception: Melanie Hisaw and Denise Ross will Chair

Other volunteers: Paulette Yorke
Xyzlinda Marshall
Kimberly Pollari

2019 Spring Planning Work Session (SPWS): Dustin Dickson will Chair

Other volunteers: Mary Anderson
Xyzlinda Marshall
Kimberly Pollari

Membership Committee: desirée Monroy will Chair

Other volunteers: Stacey Conway
Robin Riley
Dustin Dickson - will manage evening sessions

Training with Haley Lowe began at 1:00 – Bringing Your Best Self Forward

Training focused on identifying unique strengths/skill sets to achieve confidence in our ability to be leaders and change agents in our organizations and lives.

Adjournment

The meeting adjourned at 5:00 p.m.

Friday, May 18, 2018

The meeting was called to order at 9:00 a.m.

Welcome

Training Program: Haley Lowe continued with her training until noon.

Adjournment

The meeting adjourned at 12:00 p.m.

EAG Board Members 2018-2019:

Co-Chairs Kristin Ritter and Denise Ross; Chair Elect Melanie Hisaw; Treasurer Xyzlinda Marshall; Secretary/Historian Paulette Yorke; Co-Webmasters desirée Monroy and Mary Anderson



June 6, 2018
Minutes
Approved 7/11/2018

MEMBERS PRESENT

Kristin Ritter, Student Achievement Council
Denise Ross, Puget Sound Partnership
Melanie Hisaw, State Board of Health
Xyzlinda Marshall, Pollution Liability Insurance
desirée Monroy, Economic & Revenue Forecast Council
Amanda Martinez, Charter School Commission
Robin Riley, Department of Corrections/ISRB
Kimberly Pollari, Department of Corrections
Leslie Pope, Arts Commission
Dustin Dickson, Liquor and Cannabis Board
Stacy Conway, State Investment Board
Vanessa Smith, Public Employment Relations Commission
Lindsay Matthews, Citizens Commission on Salaries

Welcome

Kristin Ritter called the meeting to order at 8:15 a.m.

Business Meeting

Approval of the Minutes

Introductions and agency updates.

The May 2, 2018, minutes were presented. Melanie Hisaw motioned to approve the minutes, desirée Monroy seconded. The minutes were unanimously approved.

Denise Ross reviewed the 2018-19 Committees and events (also listed on the Agenda each month). Currently the 2018 Fall Conference Date has been reserved in advance at the L&I Auditorium for Friday September 28, 2018. It is up to the new committee whether to keep that date and location. This is the same date as the 2018 United Way Day of Caring.

A Governor's report was provided by Mary Anderson and presented by desirée Monroy.

desirée Monroy and Leslie Pope gave a recap on the Spring Planning Work Session.

Presentation

EAG Board Members 2018-2019:

Co-Chairs Kristin Ritter & Denise Ross; Chair Elect Melanie Hisaw; Treasurer Xyzlinda Marshall; Secretary/Historian Paulette Yorke; Co-Webmasters desirée Monroy and Mary Anderson

Amanda Martinez and Denise Ross gave a presentation on the ZOOM platform for Virtual Meetings.

Adjournment

The meeting adjourned at 10:00 a.m.

EAG Board Members 2018-2019:

Co-Chairs Kristin Ritter & Denise Ross; Chair Elect Melanie Hisaw; Treasurer Xyzlinda Marshall; Secretary/Historian Paulette Yorke; Co-Webmasters desirée Monroy and Mary Anderson



July 11, 2018
Minutes
Approved 8/1/2018

MEMBERS PRESENT

Kristin Ritter, Student Achievement Council
Denise Ross, Puget Sound Partnership
Melanie Hisaw, State Board of Health
desirée Monroy, Economic & Revenue Forecast Council
Amanda Martinez, Charter School Commission
Robin Riley, Department of Corrections/ISRB
Kimberly Pollari, Department of Corrections
Leslie Pope, Arts Commission
Dustin Dickson, Liquor and Cannabis Board
Vanessa Smith, Public Employment Relations Commission
Lindsay Matthews, Citizens Commission on Salaries
Kathleen Turnbow, Caseload Forecast Council
Paulette Yorke, Environmental and Land Use Hearings Office

Welcome

Kristin Ritter called the meeting to order at 8:10 a.m.

Business Meeting

Introductions and agency updates.

The June 6, 2018 meeting minutes were presented. Leslie Pope moved to approve. Kim Pollari seconded. All approved.

Denise Ross reviewed the 2018-19 committees. Robin Riley gave an update on the progress for the fall conference. Robin made a motion to the membership to approve a budget of \$9,500 for the conference. desirée seconded. All approved.

Melanie Hisaw gave an update on the Legislative Reception. She stated that Amanda Martinez had been added to help on the committee. She indicated she would start working on a date and a room.

Dustin Dixon gave an update on the planning for the 2019 SPWS. He indicated they have some speaker ideas and were working on those. Robin Riley offered to help on this committee if needed.

EAG Board Members 2018-2019:

Co-Chairs Kristin Ritter & Denise Ross; Chair Elect Melanie Hisaw; Treasurer Xyzlinda Marshall; Secretary/Historian Paulette Yorke; Co-Webmasters desirée Monroy and Mary Anderson

desirée Monroy gave an update on the Membership committee. She provided some information on a salary survey she had put together.

Dustin gave an update on the Evening Sessions. He indicated he would be getting a date out soon for the next one.

Presentation

Christy Hoff, Manager, Governor's Interagency Council on Health Disparities gave a presentation on Health Equity in State Government.

Adjournment

The meeting adjourned at 10:00 a.m.

EAG Board Members 2018-2019:

Co-Chairs Kristin Ritter & Denise Ross; Chair Elect Melanie Hisaw; Treasurer Xyzlinda Marshall; Secretary/Historian Paulette Yorke; Co-Webmasters desirée Monroy and Mary Anderson



August 1, 2018
Minutes
Approved 9/5/2018

MEMBERS PRESENT

Kristin Ritter, Student Achievement Council
Denise Ross, Puget Sound Partnership
Melanie Hisaw, State Board of Health
desirée Monroy, Economic & Revenue Forecast Council
Leslie Pope, Arts Commission
Lindsay Matthews, Citizens Commission on Salaries
Cece Zenker, Transportation Commission
Amber Palmer, Superintendent of Public Instruction
Kelsey Davis, Transportation Improvement Board
Robert Chavez, Board of Tax Appeals
Xyzlinda Marshall, Pollution Liability Insurance
Paulette Yorke, Environmental and Land Use Hearings Office

Welcome

Melanie Hisaw called the meeting to order at 8:10 a.m.

Business Meeting

Introductions and agency updates.

The July 11, 2018, meeting minutes were presented. Xyzlinda Marshall made one correction of a person's name. The minutes will be on the agenda in September for approval by membership.

Xyzlinda Marshall gave an update on the progress for the fall conference. There is a committee meeting scheduled in mid-August to finalize speakers, etc.

Melanie Hisaw gave an update on the Legislative Reception. The date of March 8, 2019, has been selected and she has reserved the Columbia Room. Melanie proposed a budget of \$1595. Kristin seconded. All approved.

desirée Monroy gave an update on the Membership committee. They want to do a survey and she proposed a budget of \$250 to buy \$5.00 gift cards to encourage participation. Xyzlinda Marshall seconded. All approved.

EAG Board Members 2018-2019:

Co-Chairs Kristin Ritter & Denise Ross; Chair Elect Melanie Hisaw; Treasurer Xyzlinda Marshall; Secretary/Historian Paulette Yorke; Co-Webmasters desirée Monroy and Mary Anderson

Presentation

Michelle Davis, Executive Director, Washington State Board of Health gave a presentation about the role of their Board. Terry Bergener, Executive Assistant, Washington State Department of Health (DOH) gave her perspective on the modern work environment project.

Nikki Johnson, Tarah Kimbrough and Jeannie Beirne from DOH facilities gave a tour of the offices that have been transformed as a result of the modern workplace project.

Adjournment

The meeting adjourned at 10:00 a.m.

EAG Board Members 2018-2019:

Co-Chairs Kristin Ritter & Denise Ross; Chair Elect Melanie Hisaw; Treasurer Xyzlinda Marshall; Secretary/Historian Paulette Yorke; Co-Webmasters desirée Monroy and Mary Anderson



September 5, 2018
Minutes
Approved 10/3/2018

MEMBERS PRESENT

Kristin Ritter, Student Achievement Council
Denise Ross, Puget Sound Partnership
Melanie Hisaw, State Board of Health
Leslie Pope, Arts Commission
Lindsay Matthews, Citizens Commission on Salaries
Amber Palmer, Superintendent of Public Instruction
Kelsey Davis, Transportation Improvement Board
Xyzlinda Marshall, Pollution Liability Insurance
Kathleen Turnbow, Caseload Forecast Council
Geri Nelson, Traffic Safety Commission
Robin Riley, Department of Corrections
Amanda Martinez, Charter School Commission
Stacy Conway, State Investment Board
Paulette Yorke

Welcome

Kristin Ritter called the meeting to order.

Business Meeting

Introductions and agency updates.

The August 2, 2018, meeting minutes were presented. Denise Ross moved to approve. Leslie Pope seconded. The minutes were approved. Next, the July 11, 2018, minutes were presented with an amendment correcting the spelling of Dustin Dickson's name. Xyzlinda Marshall made the motion. Robin Riley seconded. All approved.

Robin Riley gave an update on the status of the upcoming fall conference. The agenda will hopefully be completed this week so that registration materials can go out.

Melanie Hisaw gave an update on the Legislative Reception. She confirmed that the room has been reserved on March 8. The reception will be from 11:30 – 1:00.

Xyzlinda Marshall gave an update on the Spring Planning Work Session. The committee is working on a location and more information will come.

EAG Board Members 2018-2019:

Co-Chairs Kristin Ritter & Denise Ross; Chair Elect Melanie Hisaw; Treasurer Xyzlinda Marshall; Secretary/Historian Paulette Yorke; Co-Webmasters desirée Monroy and Mary Anderson

Stacy Conway gave a brief update on the membership committee. She reminded us that a survey will be going out sometime after the fall conference and she is working on draft questions.

Presentation

Anita Wieland, Records Management & Litigation Hold Coordinator and Nathan Sherrard, Assistant Legal Affairs Counsel, Office of Financial Management gave a presentation on how OFM deals with public records disclosure requests and records management.

Adjournment

The meeting adjourned at 10:00 a.m.

EAG Board Members 2018-2019:

Co-Chairs Kristin Ritter & Denise Ross; Chair Elect Melanie Hisaw; Treasurer Xyzlinda Marshall; Secretary/Historian Paulette Yorke; Co-Webmasters desirée Monroy and Mary Anderson



October 3, 2018
Minutes
Approved 11/7/2018

MEMBERS PRESENT

Kristin Ritter, Student Achievement Council
Denise Ross, Puget Sound Partnership
Melanie Hisaw, State Board of Health
desirée Monroy, Economic & Revenue Forecast Council
Xyzlinda Marshall, Pollution Liability Insurance
Leslie Pope, Arts Commission
Kelsey Davis, Transportation Improvement Board
Jay Raish, Board of Industrial Insurance Appeals
Kathleen Turnbow, Caseload Forecast Council
Geri Nelson, Washington Traffic Safety Commission
Amanda Martinez, Charter School Commission
Robin Riley, Corrections/Indeterminate Sentence Review Board
Stacy Conway, State Investment Board

Welcome

Denise Ross called the meeting to order at 8:20 a.m. Member introductions and agency updates followed.

Motion

Leslie Pope moved to adopt the September 5, 2018 meeting minutes, seconded by Robin Riley. Motion approved at 8:51 a.m.

Business Meeting

Kristin Ritter shared the Governor's Report from member Mary Anderson.

Robin Riley and Xyzlinda Marshall debriefed membership on the fall conference hosted on September 28, 2018. Discussion ensued regarding presenters and room layout changes, adding information on the speaker's information form, and firm communication with facilities.

Melanie Hisaw provided an update on the EA/LA reception. A save the date for Friday, March 8, 2019 was distributed to membership.

Presentation

Jennifer Steele, Public Records Counsel with the Office of the Attorney General, presented on public records and addressed questions from the membership.

Adjournment

The meeting adjourned at 10:02 a.m.

EAG Board Members 2018-2019:

Co-Chairs Kristin Ritter & Denise Ross; Chair Elect Melanie Hisaw; Treasurer Xyzlinda Marshall; Secretary/Historian Paulette Yorke; Co-Webmasters desirée Monroy and Mary Anderson



November 7, 2018
Minutes
Approved 12/5/2018

MEMBERS PRESENT

Denise Ross, Puget Sound Partnership
Melanie Hisaw, State Board of Health
Xyzlinda Marshall, Pollution Liability Insurance
Amanda Martinez, Charter School Commission
Dustin Dickson, Liquor Cannabis Board
Lindsay Matthews, Salaries Commission
Kelsey Davis, Transportation Improvement Board

Welcome

Denise Ross called the meeting to order at 8:17 a.m. Member introductions and agency updates followed.

Motion

Kelsey Davis moved to adopt the October 3, 2018 meeting minutes, seconded by Xyzlinda Marshall. Motion approved at 8:58 a.m.

Business Meeting

Dustin Dickson provided an update to membership on the 2019 Spring Planning Work Session.

Dustin Dickson debriefed membership on the Evening Sessions. Discussion included making these sessions quarterly, rotating spaces, and hosting one in early December.

Xyzlinda Marshall provided an update on the Volunteer Day at the Thurston County Foodbank at their downtown Olympia location on October 22, 2018.

Presentation

Franklin Plaistowe, Assistant Director for State Human Resources of Office of Financial Management presented on workplace environment and addressed questions from the membership.

Adjournment

The meeting adjourned at 10:03 a.m.

EAG Board Members 2018-2019:

Co-Chairs Kristin Ritter & Denise Ross; Chair Elect Melanie Hisaw; Treasurer Xyzlinda Marshall; Secretary/Historian Amanda Martinez (interim); Co-Webmasters desirée Monroy and Mary Anderson



December 5, 2018
Minutes
Approved 1/2/2019

MEMBERS PRESENT

Kristin Ritter, Student Achievement Council
Denise Ross, Puget Sound Partnership
Melanie Hisaw, State Board of Health
Xyzlinda Marshall, Pollution Liability Insurance
Amanda Martinez, Charter School Commission
Robin Riley, Indeterminate Sentence Review Board
Stacy Conway, State Investment Board
Leslie Pope, Arts Commission
Kathleen Turnbow, Caseload Forecast Council
Amber Palmer, Superintendent of Public Instruction
Lindsay Matthews, Salaries Commission
Kelsey Davis, Transportation Improvement Board

Welcome

Kristin Ritter called the meeting to order at 8:20 a.m. Member introductions and agency updates followed.

Motion

Xyzlinda Marshall moved to adopt the November 7, 2018 meeting minutes, seconded by Leslie Pope. Motion approved at 9:00 a.m.

Business Meeting

Melanie Hisaw provided an update to membership on the 2019 Legislative Reception.

Stacy Conway debriefed membership on the Membership Survey. Results will be presented at a future meeting.

Adjournment

The meeting adjourned at 9:41 a.m.

EAG Board Members 2018-2019:

Chair Kristin Ritter; Chair Elect Melanie Hisaw; Treasurer Xyzlinda Marshall; Secretary/Historian Amanda Martinez (interim); Co-Webmasters desirée Monroy and Mary Anderson
