



Date	Time/Location	Agenda	Attend	Notes
Jan. 10, 1990	First Meeting of the Executive Level Assistants Time: 7:30-8:30am Location: Old Courthouse	Roundtable Key issues -Formation of group -Election of Officers Proposed Charter and Bylaws Q&A Speaker, Nancy Abraham, DIS Director	15	Meeting on a regular basis would provide an opportunity to network, share information and meet "face to face" with the voice at the other end of the telephone line. Proposed Charter & Bylaws Name: Special Interest Group for Executive Level Assistants. Quorum is 8. Meetings - Meetings will be held on alternating months, beginning in January, on the first Wednesday at 7:30am for approximately one hour. Location - old county courthouse. Elections were held in February of every year. President had authority to appoint officers and committee chairs? Mixed message in the proposal.
Jan. 16, 1990	Special Interest Group Update Memo	Rhonda Penrose, DIS		EA Volunteers from the group will chair.
March 7, 1990	Time: 7:30-8:30am Location: DIS	Charter & Bylaws Election of Officers Committees Guest Speakers Smoking Facilities Writing Reference manual General Business -Meeting frequency -Agency Contact List -Member Guide -Personnel Classifications	18	It was agreed that vendors/solicitations would be limited to handout materials at meetings. Correspondence Guidelines Born – Group worked with an ED and TD instructor for a single reference manual for WA state agencies. Changed meetings to monthly instead of every two months and still held the first Wednesday of every month. Discussed alternate meeting sites (meet at other agencies). Roster was being created (Member Guide). Group surveyed EA's by calling them and asking if they were interested in attending. If not, they were deleted from the mailing list. Group worked closely with DOP/HR on secretarial classifications and needs.
April 3, 1990	Time: 7:30-8:30am Location: DIS	Writing Reference Guide Activities Subcommittee Technology Subcommittee Official Name Treasurer	11	Roster (Member List). Group concurred with the recommendation to edit the list to those who have attended a meeting, or have expressed an interest in future participation. Official Name - Executive Assistants Group (EAG). Happy box – donations of a \$1 per member. Level of topics for meetings – from surveys, it was agreed to keep the level of topics elevated to an executive level. The group may be able to assist the Exec Cabinet in dealing with issues they do not have time to address.

Date	Time/Location	Agenda	Attend	Notes
				EAG may serve as a clearing house for summer intern apps.
May 2, 1990	Meeting of the EAG Time: 7:30-8:30am Location: DIS	Guest Speaker – Brad Bingham DOP, Career Development Subcommittees General Business Round Table	16	Brad stressed the importance of perceiving the executive assistant position as management level and encouraged continuing education specific to the duties. Using the title executive assistants eliminates the clerical focus.
June 6, 1990	Time: 7:30-8:30am Location: DIS	DIS Mailing Label System Roundtable General Business	8	EA Recruitments shared at meeting.
July 11, 1990	Time: 7:30-8:30am Location: DF&W <i>Supreme Court EA</i>	Correspondence Guidelines General Business Roundtable	13	Start time for future meetings at 8am. Group to get EO from Gov to include with the manuals distribution to all state agencies. Changed Happy Box to Executive Assistants' Lottery.
Aug. 1, 1990	Time: 8-9am Location: Health Care Authority	Guest Speaker, John Robertson (DOP) - Clerical classifications and testing General Business	11	EAG influenced DOP in helping with clerical classifications and testing materials.
Sept. 1990	<i>Missing Minutes</i> Time: 8-9am Location: Parks & Recreation			Member reminder calls – positive – continue calls each month.
Oct. 3, 1990	Time: 8-9am Location: DIS <i>Supreme Court EA</i> <i>New Members (3)</i>	Business Retreat Guest Speaker – Tom DeCoy, State SCAN Operator Services	13	EAG retreat discussed – Ft. Worden. Toured the SCAN Operator facility. December Holiday meeting mentioned.
Nov. 7, 1990	Time: 8-9am Location: DOH	General Business Subcommittee Work Roundtable	12	Career Executive Subcommittee – addressed clerical classifications and concerns by EAG in clerical career development. Gain recognition and credibility for EAG – logo, letterhead, reception w/agency directors, proposal to Gov's Exec Cabinet to use EAG for feedback in addressing administrative policy issues, etc. Retreat Summary June 13-14, 1991 – Fort Worden.
Dec. 12, 1990	Time: Noon-4:30 Olympia Center <i>Missing pages from minutes</i>	Brainstorming Session		Brainstorming Session – review groups focus, what to get out of the retreat and establish agenda for future year. Subcommittees: Writing Reference Guide (Correspondence Guide), Contact List (agency org charts, staff and phone numbers).



STATE OF WASHINGTON

DEPARTMENT OF INFORMATION SERVICES

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JAN 16 1990

1110 S. Jefferson • Jefferson Bldg. • MS PC-11 • Olympia, Washington 98504-8111

Indeterminate Sentence
Review Board

TO: Executive Level Assistants

FROM: Rhonda Penrose, Executive Assistant to the Director
Department of Information Services *Rhonda*

SUBJECT: SPECIAL INTEREST GROUP UPDATE

DATE: January 16, 1990

The kick-off meeting for executive level assistants was held at the Department of Information Services (DIS) on Wednesday, January 10, at 7:30 a.m.

Nancy Abraham, DIS Director, was introduced and provided opening remarks to representatives from fifteen state government agencies.

Roundtable introductions included a discussion by Pam Whitlock, executive assistant to the director of General Administration, on the new Capitol Campus Shuttle service and zoned parking (handouts enclosed).

Everyone in attendance expressed a strong interest in participating in the group, and agreed that meeting on a regular basis would provide an opportunity to network, share information, and meet "face to face" with the voice at the other end of the telephone line.

Election of officers was discussed. The general consensus was that we would need to meet several times to become familiar with each of the participants before electing leaders for the group. Until such time as officers are elected, volunteers from the group will chair the meetings. Roundtable discussion, key issues, and questions and answers will serve as the agenda.

The next meeting of the special interest group is scheduled for Wednesday, March 7, at 7:30 a.m., in the second floor conference room at the Jefferson Building.

Enclosed is a draft Charter and By-Laws for your review and discussion at the next meeting. For those unable to attend the kick-off meeting, enclosed is a listing of state government executive assistants.

If you have questions regarding the special interest group, please contact me at 586-4903, or via PROFS.

**SPECIAL INTEREST GROUP
FOR EXECUTIVE LEVEL ASSISTANTS**

PROPOSED CHARTER AND BY-LAWS

PROPOSAL:

A group of executive assistants who work for Washington State agency directors or elected officials will meet on a regular basis.

OBJECTIVE:

To promote the standards of the executive assistant and promote the professionalism and working relationship with state government management through networking.

SCOPE:

For executive assistants who would like to network and share common interests and services.

DEFINITION OF EXECUTIVE ASSISTANT:

An Executive Assistant shall be defined as one who reports directly to a state government agency director or elected official.

STRUCTURE:

The group shall be a nonprofit, nonunion, nonpartisan, nonsectarian organization whose members shall have the right to govern and control all activities. The group shall uphold democratic principles and retains the right to refuse/rebuke membership of any individual who advocates activities against the best interests of the group.

MEETINGS:

Meetings will be held on alternating months, beginning in January, on the first Wednesday at 7:30 a.m. for approximately one hour. If the meeting date falls on a holiday, the meeting will be deferred to the following Wednesday, or as determined by the group. Meeting location, unless otherwise specified, will be 1110 Jefferson Street, second floor conference room. Additional meetings may be called on a necessary basis.

Recorder: Responsible for meeting minutes and distribution to members; In the event of absence, shall notify the President to appoint a substitute; other duties as assigned by President.

Coordinator: Reports to the President and is responsible for coordinating agenda topics, guest speakers, member presentations.

Proxy: A written proxy may be issued to the President or the Vice President prior to any meeting whereby a vote by the membership will take place.

Vacancies: In the event that a member resigns from office, the membership may vote a successor by ballot. The President may appoint a successor in the event a consensus cannot be reached.

Removal From Office: The President may, by a vote of membership, remove any Officer or member for misconduct or neglect of duty. The President shall first request the resignation of such Officer. If written resignation is not received by the President within ten days after the request, the President is empowered to call for a vote of official removal from office.

COMMITTEES:

Committees will be formed on a necessary basis by concurrence of the membership and endorsement of the President. Committees will be dissolved by a call for motion by the President.

Committee Chair: Each committee will have a chair nominated by consensus of the committee members and endorsement of President. The Chair will report to the President.

PRESENTATIONS:

All presentations to the group by members or guest speakers shall be based on topics of common interest to the membership. Advance notice of agenda topics will be distributed to the members when possible.

QUORUM:

The quorum for any meeting brought to order to conduct official business shall be eight.

DUES AND FEES:

There will be no dues or fees until such time as the group votes to establish such.

ADMINISTRATION:

Until such time as the group officially votes to nominate and elect officers, business will be conducted on a rotation basis by volunteer chairpersons. Roundtable discussion will be the general meeting format.

NOMINATION AND ELECTION OF OFFICERS:

The group may, at any official meeting, vote to elect officers. The nomination and election of officers shall be made at the second meeting of every new year following the origination of officers.

Term of Office: Officers shall serve for one year, or until their successors are elected, and their term of office shall begin at the close of the meeting at which they are elected.

Officers: President, Vice-President, Recorder, Coordinator

Election: Officers shall be elected by ballot by a majority vote of membership. Floor votes shall be taken by motion to the President, and seconded.

Duties and Responsibilities:

President: Officiates at all meetings;
 Acts as group spokesman; May
 call special meetings when
 necessary; May appoint
 officers and committee chairs;

Vice-President: In the absence of the
 President, presides over
 meetings; In the event of a
 vacancy of the President, shall
 succeed as President for
 remaining unexpired term;
 Perform such duties as assigned
 by President.

WASHINGTON STATE GOVERNMENT

SPECIAL INTEREST GROUP FOR EXECUTIVE LEVEL ASSISTANTS
MEETING MINUTES - March 7, 1990
Jefferson Building - 7:30 a.m.

PRESENT:

Patti Zech, Dept. of Ecology
Pam Whitlock, Dept. of General Administration
Tony Montoya, Dept. of Licensing
Lesley Brown, Office of Financial Management
Joyce Hawkins, Office of the Attorney General
Ann Reiter, Department of Natural Resources
Patti Fisher, Dept. of Social and Health Services
Judy Lamm, Washington Health Care Authority
Ilene Nelson, Department of Personnel
Betty Mackey, Dept. of Social and Health Services
D.J. Marie, Dept. of Health
Jeri Sevier, Superintendent of Public Instruction
Marsha Hays, Washington State Lottery
Shirley Avery, Washington State Lottery
Sheila Geisler, Office of State Auditor
Dora Cundy, Utilities and Transportation Commission
Vicki Flynn, Dept. of Agriculture
Rhonda Penrose, Dept. of Information Services

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Review Board

Rhonda Penrose, Acting Chair, brought the meeting to order.

Professional Secretaries International: Sheila Geisler provided an overview of Professional Secretaries International, the world's largest secretarial association. The organization administers a six part exam involving areas of secretarial knowledge for the rating of a Certified Professional Secretary (CPS). Sheila will research the possibility of an Olympia chapter, and has additional information for interested members.

Charter and By-Laws: The Charter was reviewed, and the group concurred on the following:

* Election of officers will be deferred until the majority agrees that election of officers would benefit the group.

* Committees will be formed to address common issues and concerns. Rhonda will send each member a survey to solicit members' feedback on committee functions and projects that will be most beneficial to the group.

* Guest speakers may be invited on a quarterly basis. The group concurred that professional and motivational speakers would serve general interests of all members. It was agreed that vendors and solicitations will be limited to handout materials at this time.

* Level of membership was discussed. Personal invitations to join the group have been extended to executive level assistants that report directly to a state agency director or elected official. The group concurred that it is important to retain this elevated level of membership. However, if the executive level assistant does not wish to participate in the group, a representative for that agency may be designated by the executive assistant.

A formal memo designating the agency representative will be signed and returned to Rhonda Penrose.

Smoking Facilities: The Governor's Executive Order states that all state owned and leased buildings shall be smoke free. The group discussed what agencies are doing to reduce building entrances being used as the smoking area. This issue appears to be a common problem, and may be addressed by a future committee group.

Writing Reference Manual: Lesley Brown discussed the need for a common reference guide for effective writing and correspondence formats. A sample guide from the state of Montana was passed around the table. Lesley has been offered assistance by an ED & TD instructor to develop a single, useful reference manual for Washington state agencies.

General Business:

Meeting Frequency: A suggestion to meet on the first and third Monday during Executive Cabinet was discussed. Several members would not be able to attend at this time. The group agreed to retain the meeting time of 7:30 a.m., and consider the Cabinet meeting slots as potential times for committee meetings. Concurrence was unanimous to meet on a more frequent basis. Meetings will now be held every month, as opposed to every other month, on the first Wednesday at 7:30 a.m. The Health Care Authority and Ecology are potential alternate meeting sites for the group.

Contact List: A detailed contact list, compiling individual agency contact lists, was discussed as a tool that would be helpful for all members of the group. Each member will bring a copy of their internal contact list to the next meeting. This effort will be a group project, coordinated by a special committee. The listing will be distributed to the members after it is compiled. Distribution outside of the group will be discussed at a future meeting.

Member Guide: A more accurate listing of the special interest group members will be distributed at the June meeting. Individuals on the current list that have not responded by attending a meeting, or having indicated an interest in the group, will be deleted from the mailing list after the May 2, 1990, meeting.

Personnel Classifications: The Department of Personnel's secretarial classifications were discussed. Ilene Nelson will research whether classifications have been considered at DOP to fill the gap between the Secretary 2 position and the Confidential Secretary, without forcing employees into the Administrative Assistant series. Promoting the secretarial profession will continue to be an agenda topic.

ICSEW: Pam Whitlock asked about the selection process for attendees of the ICSEW seminar scheduled for May in Eastern Washington. It appears most agencies are requesting a written memo from staff interested in attending, and selection will be made from the memos submitted.

Capital Shuttle: A recent survey of Capital shuttle riders was distributed. Continued funding is under consideration in the legislature, and the group was encouraged to ride the shuttle when possible.

Meeting adjourned 8:30 a.m.

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APR 10 1990

WASHINGTON STATE GOVERNMENT

SPECIAL INTEREST GROUP FOR EXECUTIVE LEVEL ASSISTANTS
MEETING MINUTES - April 3, 1990 Indeterminate Sentence
Jefferson Building - 7:30 a.m. Review Board

PRESENT:

Joyce Hawkins, Office of the Attorney General
Geri Ridley, Washington Basic Health Plan
Wilma McCord, Dept. of Fisheries
Judy Lamm, State Health Care Authority
Donna Larson, Indeterminate Sentencing Review Board
Vicki Flynn, Dept. of Agriculture
Margie Reed, Dept. of Natural Resources
Betty Mackey, Dept. of Social and Health Services
Diana Nelson, Dept. of Health
Christie Levin, Secretary of State
Rhonda Penrose, Dept. of Information Services

Rhonda Penrose, Acting Chair, brought the meeting to order.

Survey Results: A survey was distributed with the last meeting minutes to poll the members on the establishment of subcommittees. The results have indicated full support of subcommittees, therefore, the following subcommittees were established, along with nomination of a chairperson for each subcommittee:

Writing Reference Guide: Lesley Brown, OFM, Chair.
This group will begin to coordinate a common writing reference guide. Members are requested to forward a copy of their agency writing reference manual to Lesley Brown, OFM, Mailstop AQ-44. Members interested in assisting Lesley on this project are asked to contact her prior to April 13. A brainstorming meeting will be scheduled, and a status report will be provided by Lesley at future meetings.

Activities: Pam Whitlock, GA, Chair.
The Activities Subcommittee will identify topics of common interest and coordinate guest speakers, presentations, etc. The members agreed that the May 2 meeting will address Career Development. At the June 6 meeting we hope to invite a representative from the Department of Personnel to discuss secretarial classifications.

Contact List: Geri Ridley, Chair.
A common contact list categorized alphabetically according to subject has been discussed as a priority goal. Joyce Hawkins provided a copy of the contact list used at the AG's office to assist in directing customer inquiries. Members interested in assisting with this project should contact Geri. In addition, members are asked to send a copy of their internal reference guide (if available) to Geri Ridley, Basic Health Plan, Mailstop HL-11.

Technology: The formation of this subcommittee will be deferred until the group has completed the writing reference guide and the state agency contact reference list. Rhonda Penrose offered to share technology related topics of interest as they become available.

Member List: The group concurred with the recommendation to edit the current mailing list of executive level assistants to those who have attended a meeting, or have expressed an interest in future participation. This is a cost-saving measure.

Official Name: The members reviewed suggested names for the group. It was agreed that the official name for the group will now be EXECUTIVE ASSISTANTS GROUP - to be better known as "EAG".

Treasurer: Betty Mackey, DSHS, volunteered to serve as EAG's Treasurer. Beginning May 2, each member present at the EAG meeting will be asked to donate one dollar. The name of each donating member will be drawn from a "happy box" to win five dollars. This will generate funds for future expenses, and make one member exceptionally happy!

General Discussion:

Level of Topics: In reference to comments received on returned surveys, the members agreed that we need to keep the level of topics elevated to an executive level. Once the group is firmly established, we may be able to assist the Executive Cabinet in dealing with issues they do not have time to address.

Resumes: The members discussed sharing resumes of qualified individuals, particularly those that are skilled, trained, and available for temporary hire. Members are welcome to bring resumes to the meetings.

Summer Intern Applications: The EAG may serve as a network for agencies with summer intern positions and/or applications.

Meeting adjourned 8:30 a.m.

WASHINGTON STATE GOVERNMENT
EAG - EXECUTIVE ASSISTANTS GROUP
MEETING MINUTES - May 2, 1990
Jefferson Building - 7:30 a.m.

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MAY 7 1990

PRESENT:

Indeterminate Sentence
Review Board

Geri Ridley, Washington Basic Health Plan
Donna Larson, Indeterminate Sentencing Review Board
Betty Mackey, Dept. of Social and Health Services
Christie Levin, Secretary of State
Patti Zech, Dept. of Ecology
Judy Hildebrandt, Dept. of Wildlife
Linda Fredericks, State Parks
Pat Schmidlkofer, Dept. of Community Development
Ilene Nelson, Dept. of Personnel
Jeri Sevier, Superintendent of Public Instruction
Naomi Hanson, Supreme Court
Shirley Avery, Washington State Lottery
Linda Matson, Washington State Library
Susan Maynard, Services for the Blind
Margie Reed, Dept. of Natural Resources
Rhonda Penrose, Dept. of Information Services

Guest Speaker: Brad Bingham, from the Department of Personnel, joined the group to discuss career development. Executive Assistants in exempt positions fall into an average range of 53 in comparison to classified service. Brad offered numerous comparable classifications outside of the administrative support field. Brad stressed the importance of perceiving the executive assistant position as management level. Job specifications should be completed and indicate specific skills and duties. Brad encouraged continuing education, and suggested that "Confidential Secretary" titles be changed to "Executive Assistants" to eliminate the clerical focus.

Eight steps to problem solving were discussed. Brad offered to do a one-day workshop with the group in the future to analyze individual strengths and weaknesses.

Member List: All members are requested to review the revised member list to ensure the information is correct. An appointment confirmation form will be sent to those who have not yet submitted one for their agency.

Subcommittees: The next meeting agenda will include a review of subcommittee status. Members interested in joining a subcommittee should contact the following chairpersons: Writing Reference Guide - Lesley Brown, OFM, 753-5450; Contact Reference Guide - Geri Ridley, Basic Health, 586-5332; Activities - Judy Lamm, 586-8806 or Pam Whitlock at 753-5439.

July 11
Dept. Wildlife
7:30

EAG Meeting Minutes
May 2
Page Two

Meeting Date Notice: The July meeting will be held on July 11 due to the 4th being a holiday. John Robertson, from Department of Personnel, will join the meeting to discuss secretarial classifications, testing, recruitment and a possible Secretary 3 classification.

Resumes: Christie Levin has several good resumes for summer intern positions. Please contact Christie if you have an opening.

Happy Box: Thanks to Betty Mackey, Treasurer, for coordinating our first drawing, and congratulations to Donna Larson for being our first \$5.00 winner.

Meeting adjourned 8:30 a.m.

WASHINGTON STATE GOVERNMENT
EAG - EXECUTIVE ASSISTANTS GROUP
MEETING MINUTES - June 6, 1990
Jefferson Building - 7:30 a.m.

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JUN 13 1990

PRESENT:

Betty Mackey, Dept. of Social and Health Services
Judy Hildebrandt, Dept. of Wildlife
Jeri Sevier, Superintendent of Public Instruction
Naomi Hanson, Supreme Court
Judy Lamm, Health Care Authority
Isobel Paul, Board of Industrial Insurance Appeals
Linda Moon, Department of Corrections
Rhonda Penrose, Dept. of Information Services

Indeterminate Sentence
Review Board

DIS Mailing Label System: Rhonda distributed a listing of D.I.S. mailing label categories available for use by all state agencies. The labels can be obtained at no charge, and are generally available within 24 hours by contacting Barb Butler at 753-7017.

Writing Reference Manual: Judy Lamm distributed a packet of correspondence guidelines used by the Department of Corrections. These guidelines were developed by Linda Moon, and will be helpful in the preparation of the EAG's writing reference manual. Lesley Brown, Subcommittee Chair for the development of the writing reference guide, was unable to attend the meeting. Status of the manual will be provided at the next meeting. Comments were expressed that although most agencies differ in their letter formats, it will be beneficial to have a common reference manual in all state agencies. Several members had general format questions, which were discussed.

Contact List: Geri Ridley was unable to attend our meeting, but has indicated that she will provide a draft contact list to members of the EAG at the July 11 meeting for review and revision.

Meeting Locations: Judy Hildebrandt discussed a feature on PROFS that allows users to access a listing of meeting and conference locations throughout state government and the private sector. By typing the word ROOM at the PROFS main menu, the listing of conference rooms and meeting facilities will appear. Rhonda will distribute a hardcopy of the listing at the next meeting.

Secretarial Classifications: The group discussed the current status of secretarial classifications, and the apparent need for a "Secretary 3". We will attempt to work with DOP to develop a classification to bridge the gap between Secretary 2 and Confidential Secretary. We also discussed existing testing procedures for clerical and secretarial classifications. General consensus suggested that the tests are not adequately serving our recruitment needs, and often leave an undue burden on the hiring

agency to determine typing and administrative skills. Ilene Nelson was indicated as our best "liaison" with DOP, and we all look forward to serving as a resource to DOP to help smooth out some of the problems we are facing in the hiring of administrative support.

Meeting Change Notice: The next meeting will be held at the Department of Wildlife, located at the end of Capitol Way behind Yard Birds, on Wednesday July 11th. (Look for the big blue building, use the front door, go to the Director's conference room). PLEASE NOTE: The first Wednesday in July falls on a holiday, so the meeting will be held the following Wednesday on July 11th at the Department of Wildlife. At the August meeting, we hope to have John Robertson, Manager of the Recruitment Assessment and Referrals Division of DOP, speak to the group on the secretarial classifications and recruitment.

Recruitment Announcements: Judy Lamm and Betty Mackey announced upcoming executive level recruitments. Copies of the announcement bulletins will be distributed at the July 11 meeting. The group discussed a "focal point" for recruitment openings, as well as for resumes of qualified applicants. Rhonda offered to serve as a contact point for available positions and applicants until the group decides on an official member position within the group.

Happy Box: Thanks again to Betty Mackey, our Treasurer, for coordinating our "Happy Box" drawing. Congratulations to Isobel Paul for being our happy \$5.00 winner!

Meeting adjourned 8:30 a.m.

WASHINGTON STATE GOVERNMENT
EAG - EXECUTIVE ASSISTANTS GROUP
MEETING MINUTES - July 11, 1990
Dept. of Wildlife - 7:30 a.m.

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JUL 13 1990

Indeterminate Sentence
Review Board

PRESENT:

Geri Ridley, Washington Basic Health Plan
Judy Hildebrandt, Department of Wildlife
Linda Fredericks, State Parks
Ilene Nelson, Department of Personnel
Jeri Sevier, Superintendent of Public Instruction
Naomi Hanson, Supreme Court
Shirley Avery, Washington State Lottery
Isobel Paul, Board of Industrial Insurance Appeals
D.J. Marie, Department of Health
Lesley Brown, Office of Financial Management
Jeri Sevier, Superintendent of Public Instruction
Linda Moon, Department of Corrections
Rhonda Penrose, Dept. of Information Services

PLEASE NOTE: Time has changed from 7:30 a.m. to 8:00 a.m. for all future meetings of the EAG. Next meeting will be held at the Health Care Authority (map attached).

The July 11 meeting was held at the Department of Wildlife in the Director's conference room. Judy Hildebrandt, Acting Chair, called the meeting to order.

Writing Reference Manual: Lesley Brown reported on the status of the EAG writing reference manual. An Ed&Td publication on correspondence guidelines will serve as the basis for our manual. A subcommittee of the EAG will meet to determine changes, if any, to the ED&Td manual. The subcommittee members are: Lesley Brown - Chair, Judy Hildebrandt, Linda Moon, Ilene Nelson, Shirley Avery and Naomi Hansen. The subcommittee will recommend changes to the full EAG at the next meeting. Lesley indicated that she is pursuing an Executive Order to include with the manual's distribution to all state government agencies. The members agreed that agencies may include their own section on internal guidelines, however, the basic guide will be welcomed as a common reference tool among all state agencies.

Contact List: Geri Ridley, Chair of the Contact List Subcommittee, distributed a draft listing of state agencies and related topics. Members were asked to review and provide contact numbers (no names) for referral. The final copy will be provided to EAG members, in addition to being sent to the state SCAN Operators for their information. Members were asked to provide their revised list to Geri by the next EAG meeting on August 1.

Position Opening: Vicki Flynn announced an immediate opening for a Clerk Typist 3 position at Department of Agriculture.

EAG

July 11, 1990

Page Two

DOP Open Testing: The Department of Personnel will be offering "Open Testing" at the Tumwater High School on Saturday, July 21, for several administrative support classifications. Members were asked to check with their Personnel division for more information.

General Discussion: The group discussed several issues of interest, including structure of agency support staff meetings, retreats, training programs, etc. Also discussed was the role of the Executive Assistant in various agencies. Members agreed this issue would be an interesting topic for future discussion.

Meeting Locations: Rhonda distributed a listing of statewide meeting locations, available on PROFS. Also provided was a PROFS Shortcuts brochure and list of DIS Mailing Label categories.

Next Meeting: The next meeting, scheduled for August 1, will be hosted by Judy Lamm at the Health Care Authority. John Robertson from DOP will discuss secretarial classifications, the need for a position between Secretary 2 and Executive Assistant, and current testing procedures.

The September meeting, scheduled to be held at State Parks, will include general discussion on how the members fit into their own agency structure, role in management, special assignments and other related issues. Members agreed that today's meeting was the best we have held so far in terms of productive networking and peer relations.

E. A. L.: Apparently, there have been some negative comments on the professionalism of what we have called our "Happy Box". The group decided to continue with our drawing, however we will change the name to "Executive Assistant's Lottery" (since nobody voted to call it a "Depressed Box"). Congratulations to Linda Moon for being this month's winner!

Meeting adjourned 8:55 a.m.

P. S. Don't forget - Future meetings begin at 8:00 a.m.

WASHINGTON STATE GOVERNMENT
EAG - EXECUTIVE ASSISTANTS GROUP
MEETING MINUTES - August 1, 1990
Jefferson Building - 8:00 a.m.

PRESENT:

Judy Lamm, Health Care Authority
Ilene Nelson, Dept. of Personnel
Linda Moon, Dept. of Corrections
Vicki Flynn, Dept. of Agriculture
Lesley Brown, Office of Financial Management
Jeri Sevier, Superintendent of Public Instruction
Judy Hildebrandt, Dept. of Wildlife
Isobel Paul, Board of Industrial Insurance Appeals
Donna Larson, Indeterminate Sentence Review Board
Wilma McCord, Dept. of Fisheries
Rhonda Penrose, Dept. of Information Services

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Review Board

The meeting was hosted by Judy Lamm at the Health Care Authority. The next meeting, scheduled for September 5, will be hosted by Linda Fredericks at the State Parks and Recreation Commission. (For directions refer to the end of this document).

PLEASE NOTE: Meeting time has been changed to begin at 8:00 a.m., instead of 7:30 a.m.

Guest Speaker: John Robertson, from the State Department of Personnel, joined our meeting to discuss current state government administrative support classifications and testing procedures.

A handout was distributed which depicts the current state clerical classifications, publication date of last exam. for each classification, the number of test versions (some classes have as many as ten tests; average for most clerical classes is two), and the number of positions currently filled in each of the classifications.

It was indicated that there are four full time test writers at DOP. Tests are compiled with the assistance of state agency personnel currently serving, or having served, in that specific capacity. John said that all tests are built with the help of "subject matter experts" from state agencies. Anyone interested in assisting DOP with the development of state exams should contact Glen Anderson, Test Development Unit, at 753-5388.

The EAG members approached John Robertson on the group's interest in the establishment of higher level secretarial classifications. There appears to be a wide gap between the current Secretary 2 and Executive Assistant positions. The Administrative Assistant series is often used as a less desirable alternative career ladder for advancement in the clerical field. Members of the EAG feel there

is a definite need for the creation of a Secretary 3 classification, and possibly a Secretary 4. Additionally, it was suggested that the "Clerk Stenographer" position is becoming archaic, and DOP would benefit by the EAG's expertise in reviewing this and certain other clerical classifications to determine the current scope of incumbents working "out of class".

John Robertson indicated there are no plans at this time to establish a secretarial classification above the Secretary 2. It was recommended that the EAG submit a written request to the DOP Classification Staff with clearly defined justification for a higher level Secretarial classification. John was not encouraging, and suggested there may not be support for our efforts due to potential statewide fiscal impacts.

It is apparent that, from the viewpoint of EAG members, that there is work to be done to review and upgrade certain state clerical classifications. A subcommittee will be formed at the next EAG meeting to work with the Department of Personnel.

Meeting adjourned 9:15 a.m.

NOTE: The next meeting of the EAG will be held at State Parks, at Airdustrial Park. Address is 7150 Clearwater Lane. After turning onto Airdustrial Way from Capital Boulevard, take the first right. If you need additional information, contact Linda Fredericks at 3-5758.

The September agenda will include a review of our August meeting; formation of a subcommittee; status review of current subcommittees, discussion of future speakers (Marilyn McCabe and Dorothy Gerard); future agenda topics and possible Spring retreat.

The October 3 meeting will include a visit by Tom DeCoy, Supervisor, DIS SCAN Services. Tom will provide a brief overview of current SCAN operator services, and is interested in discussing how the State SCAN system can be more effective in serving each of our agency's information needs.

WASHINGTON STATE GOVERNMENT
EAG - EXECUTIVE ASSISTANTS GROUP
MEETING MINUTES - October 3, 1990
Department of Information Services
8:00 a.m. - 9:00 a.m.

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Review Board

PRESENT:

Judy Lamm, Health Care Authority
Linda Moon, Dept. of Corrections
Judy Hildebrandt, Dept. of Wildlife
Betty Mackey, Dept. of Social and Health Services
Marlys Selleg, Human Rights Commission
Debora Brown, Dept. of Community Development
D.J. Marie, Dept. of Health
Donna Veley, Dept. of Ecology
Lesley Brown, Office of Financial Management
Rhonda Penrose, Dept. of Information Services
Tina Nisbet, Secretary of State
Naomi Hansen, Supreme Court
Geri Ridley, Washington Basic Health

The meeting was hosted by Rhonda Penrose, D.I.S. The next meeting will be on November 7th, hosted by D.J. Marie at the Department of Health, 1112 SE Quince, Building A, Second Floor. (Corner of Union and Eastside behind the Capital Plaza Building) Look for the yellow awning.

General Business:

New Members: Three new members were introduced: Tina Nisbet, Secretary of State; Donna Veley, Department of Ecology; and Debora Brown, Department of Community Development. Welcome!!

Governor's Committee: D.J. Marie is serving on an OFM workgroup for career development for state clerical workers. The workgroup was developed in accordance with Workforce 2000, and will review current system barriers in the various clerical classification tracks. DJ will continue to update the EAG on the workgroup's progress, and how we can serve as a resource.

Treasurer's Report: Betty Mackey reported \$23.00 in the EAG treasury. Congratulations to Naomi Hansen, winner of this month's \$5.00 drawing.

EAG Retreat: At the November meeting, Jeri Sevier will report on the EAG Retreat Survey results. We will discuss possible dates and locations. Linda Fredericks, State Parks, has suggested that Fort Worden (which is owned by State Parks) may be an economical and enjoyable location for the EAG retreat.

Reminder Calls: Comments regarding the reminder calls, as established at the September meeting, were positive and it was proposed that we continue to make the calls each month.

Conference Calls: The group discussed the "Meet Me" type of conference call. For this type of conference call, the SCAN Operator provides two telephone numbers that allows several parties to "bridge" into a single call. The originator" (charged for the call) dials a particular telephone number at a pre-appointed time, and the other parties dial a separate telephone number at that same pre-appointed time. Several EAG members expressed their

EAG

October 3, 1990

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preference of the "Meet Me" conference call over the Operator assisted conference call, as it allows the conference call to begin ON TIME without waiting for late participants. For more information, contact the State SCAN Operators at 753-6689.

Presentation:

SCAN Services: Tom DeCoy, Manager of State SCAN Operator Services, and Jackie Platt, SCAN Operator Supervisor, joined the meeting to discuss the general operation of the SCAN Operator Services. Tom explained that currently over 35,000 calls per month are processed through the Operators. New computerized equipment, to be installed soon, will allow more calls to be handled in less time.

A portion of the contact list used by the Operators was distributed. EAG members were asked to provide feedback to Jackie Platt, 753-6689 (or DIS, Mail Stop EE-13) if any information was incorrect or incomplete. By networking and sharing information between agency Executive Assistants and SCAN Operator Services, informational inquiries from the public can be handled more effectively by initially transferring the call to the proper state agency contact.

The members toured the SCAN Operator facility and learned about how directory information calls are handled, how conference calls are established (handout attached), and more. Our thanks to Tom, Jackie and the SCAN Operators.

Next Meeting Agenda: The next meeting will include discussion on subcommittee status (Writing Reference Guide, Contact List, Career Development, and Retreat), and suggestions for a special "holiday" meeting in December.

Meeting adjourned 9:00 a.m.

WASHINGTON STATE GOVERNMENT
EAG - EXECUTIVE ASSISTANTS GROUP
MEETING MINUTES - November 7, 1990
Department of Health
8:00 a.m. - 9:00 a.m.

PRESENT:

Linda Moon, Dept. of Corrections
Betty Mackey, Dept. of Social and Health Services
D.J. Marie, Dept. of Health
Donna Velej, Dept. of Ecology
Lesley Brown, Office of Financial Management
Rhonda Penrose, Dept. of Information Services
Geri Ridley, Washington Basic Health
Jeri Sevier, Superintendent of Public Instruction
Wilma McCord, Department of Fisheries
Ilene Nelson, Department of Personnel
Linda Fredericks, State Parks
Donna Larson, Indeterminate Sentence Review Board

PLEASE NOTE: The next meeting will be a "Brainstorming Session", scheduled for Wednesday, December 12th, from Noon to 5:00 p.m. (Brown Bag Lunch) at the Olympia Center, Room 210. Note the date has been changed from our regular meeting on Wednesday, December 5, to the following Wednesday, December 12.

Welcome: DJ Marie hosted the meeting. Kris Gebbie, Director, Department of Health, joined the meeting briefly to welcome the EAG members.

General Business:

D.J. Marie reported on the status of OFM's workgroup for career development for state clerical workers. The workgroup was developed in accordance with Workforce 2000. The workgroup members have contributed their recommendations to Becky Sisler, Chair of the Career Development Workgroup. These recommendations have been compiled into a "Career Development Issue Paper" and submitted to Fred Hellberg, OFM Senior Analyst. The issue paper was distributed to EAG members for review and comment back to D.J. The EAG subcommittee on clerical development will meet to discuss how the EAG should proceed with this issue.

EAG members on the subcommittee to address Clerical Career Development include D.J. Marie, Lesley Brown, Judy Lamm, Jeri Sevier, Marlys Selleg and Rhonda Penrose. Comments on the Issue Paper should be directed to D.J. Marie as soon as possible.

Career Executive Program: DJ suggested that we include the CEP on our list of topics to address. It is not generally advertised that administrative support classifications are eligible for the program.

Career Development Subcommittee Report: Jeri Sevier reported on the meeting that took place with Judy Lamm, Marlys Selleg, and Becky Sisler. General outcome suggested a letter to DOP outlining the EAG's concerns regarding clerical career development.

Several ideas were discussed on how to gain recognition and credibility for the Executive Assistants Group. Suggestions included the creation of letterhead stationery with an EAG logo; inviting an ICSEW representative to

EAG meetings; a reception with agency directors to promote the group's agenda; proposal to Governor's Executive Cabinet to use the EAG for feedback in addressing administrative policy issues, etc.

Jeri will send a letter to Becky Sisler on behalf of the EAG to thank her for her assistance.

Letterhead: It was agreed that every interested member should develop a draft version of a letterhead logo for the EAG, and bring it to the next meeting for consideration by the group. A final version will be adopted by majority vote.

Position Opening: Wilma announced there is a recruitment for an Administrative Assistant 4 at the Department of Fisheries.

Retreat Summary: Jeri Sevier distributed results of the "EAG Retreat Survey". There is general agreement in favor of a retreat. A tentative date of June 13-14 was agreed upon. Linda Fredericks reported that Fort Worden at Port Townsend would be available. Six bedroom units cost \$179.31, meals are available at minimal cost. She will check on the June 13-14 date.

Brainstorming Session: The EAG Retreat discussion brought forth the idea to use the next meeting to review the group's focus, decide what we want to get out of the Retreat, and to establish an agenda for next year. It was decided that we will hold a "brainstorming session" on the afternoon of December 5th instead of our regular 8:00 a.m. meeting. A brown bag lunch will begin at Noon, and the session will run until approximately 4:30 p.m. (NOTE: Due to conflicts with conference facilities, the meeting was moved to the following Wednesday after our regular meeting date. There will be NO MEETING ON DECEMBER 5. PLEASE MARK YOUR CALENDARS FOR DECEMBER 12.

All members are encouraged to attend and provide input!!

Adjourn: The meeting was adjourned at 9:00 a.m.



Washington State Government

Executive Assistants Group

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WASHINGTON STATE GOVERNMENT
EAG - EXECUTIVE ASSISTANTS GROUP
MEETING MINUTES - December 12, 1990
Olympia Center - Noon - 4:00 p.m.

Indeterminate Sentence
Review Board

PRESENT:

Linda Moon, Department of Corrections
Betty Mackey, Department of Social and Health Services
D.J. Marie, Department of Health
Donna Veley, Department of Ecology
Lesley Brown, Office of Financial Management
Rhonda Penrose, Department of Information Services
Geri Ridley, Washington Basic Health
Jeri Sevier, Superintendent of Public Instruction
Linda Fredericks, State Parks
Shirley Avery, Washington State Lottery
Earlys Sellig, Human Rights Commission
Lina Nisbet, Secretary of State
Judy Hildebrandt, Department of Wildlife

NOTE: THERE IS NO MEETING ON JANUARY 2, 1991. The next meeting is scheduled for January 10, at Washington Basic Health, 1220 Eastside Street (south of St. Michael's), and will be hosted by Geri Ridley.

The following minutes are from a special, half day meeting devoted to group discussion on the EAG's purpose, common issues, and 1991 agenda topics.

SUBCOMMITTEES: The status of the EAG subcommittees was discussed:

Writing Reference Guide: Lesley Brown, Chair, OFM, reported that the subcommittee has held several meetings and the reference manual is progressing. The objective is to establish standard letter formats and guidelines for adoption by all state government entities.

Contact List: Geri Ridley, Chair, reported that the state agency contact list, identified as a common concern at the first EAG meeting, has been put on hold. After the EAG met with the state SCAN Operator representatives, it was felt that an improved working relationship has been established to direct more timely contact name changes to the state information services (SCAN) operators. It was indicated there is a noticeable decrease in misdirected

