



WASHINGTON STATE
EXECUTIVE ASSISTANTS GROUP

2017 MINUTES
GOVERNOR JAY INSLEE ADMINISTRATION

Date	Time/Location	Agenda	Attend	Notes
Jan. 4, 2017	Time: 8-10am Location: BIIA	General Business Bylaws discussion Speaker, Aaron Wyatt, WSAC	11	Bylaws discussion on Article V. Officers Presentation: Meeting Minutes Revisited
Feb. 1, 2017	Time: 8-10am Location: BIIA	General Business Speaker, Cassandra Garcia, PLIA & Alyssa Auvinen, DOH	8	Presentation: The Wonders of Prezi & Healthy Guidelines for Meetings
March 1, 2017	Time: 8-10am Location: BIIA	General Business Speaker, Jason Beers, WaTech	10	Legislative Reception debrief Last call for EAG Officers for 2017-18 Presentation: The Vault
April 5, 2017	Time: 8-10am Location: BIIA	General Business Speaker, Wendy Hinand, M.A. and Lydia Mills, WGU	8	Financial audit report back Presentation: Benefits of attending Western Governor's University
April 27-28, 2017	Planning Session Location: Quality Inn, Ocean Shores, WA	General Business Bylaws Update Guest speaker, Haley Lowe	13	Spring planning session. Discussion regarding future training needs, potential workshops, and committees and updates to the Bylaws. Changes unanimously passed Presentation focused on job satisfaction and tools for creating a positive work-life balance
May 3, 2017	Time: 8-10am Location: BIIA	General Business Speaker, Kerry Radcliff & Tiffany Wallace WSR	11	Debrief on planning session; Review of finalized Audit Report and Bylaws changes Presentation on public speaking
June 7, 2017	Time: 8-10am Location: BIIA	General Business Speaker, Kate Reynolds, State Ethics Board	9	Presentation: Role of the State Ethics Board
July 5, 2017	Time: 8-10am Location: BIIA	General Business Lieutenant Sam Ramirez, WSP	10	Fall conference date and budget set Presentation: Active Threats: Shooters in Public Agencies/Meetings
Aug. 2, 2017	Time: 8-10am Location: BIIA	General Business Speaker: Linda Sullivan- Colglazier, AAG	8	Presentation: Overview of Robert's Rules of Order
Sept. 6, 2017	Time: 8-10am Location: BIIA	General Business Speaker: Liz Lewis-Lee, OSPI	6	Presentation: Cyber Security
Oct. 4, 2017	Time: 8-10am Location: BIIA	General Business Speaker, Jennifer Barnes & Jeff Dixon Ross, PEBB	11	Day of Caring debrief Update on upcoming Accessibility Workshop scheduled Nov. 2, 2017 Presentation: Benefits open to change during Open Enrollment and other programs available to state employees

Date	Time/Location	Agenda	Attend	Notes
Nov. 1, 2017	Time: 8-10am Location: BIIA	General Business Speaker, Cheryl Fambles, Pacific Mountain Workforce Dev. Council	11	Fall conference debrief and recap of evaluations Date and budget set for SPWS – May 17-18, 2018, Motion approved Presentation: Who they are and how they can benefit state agencies
Dec. 6, 2017	Time: 8-10am Location: Red Lion, Olympia, WA	General business	11	Accessibility workshop debrief



January 4, 2017
Minutes
Approved 2/1/2017

MEMBERS PRESENT

Cathy Nielsen, State Investment Board
Kelsey Davis, Transportation Improvement Board
Melanie Hisaw, State Board of Health
desiree Monroy, Economic Revenue Forecast Council
Leslie Pope, ArtsWA
Xyzlinda Marshall, Pollution Liability Insurance
Kristin Ritter, Student Achievement Council
Paulette Yorke, Environmental & Land Use Hearings Office
Kathleen Turnbow, Caseload Forecast Council
Denise Ross, State Board of Education
Mary Anderson, Governor's Policy Office

Welcome

The meeting was called to order at 8:10 a.m.

Business Meeting

Approval of the Minutes:

December 7, 2016, minutes were presented. Xyzlinda Marshall moved to approve the minutes, seconded by Cathy Nielsen. The minutes were approved unanimously.

Report from the Governor's Office:

Mary Anderson reported that there are many new hires and changes in staffing. The Governor will be sworn in on January 11. There are big events on the Capitol Campus until January 15 and the campus will be congested. An alternative could be to park at the downtown Governor Hotel for \$5/day and use the DASH bus line. Mary Anderson reminded us that the 4th Quarter L-5 PDC reports are due January 31.

EAG 101 - Bylaws: Article V. Officers:

desiree Monroy discussed Article V, referencing Officers for EAG; Co-Chairs, Chair-Elect, Treasurer, Secretary, Co-Webmasters. She also discussed Article IV and Article VI, in regard to Nominations. EAG will accept nominations for officers from January through February. Members are encouraged to submit nominations for themselves or others.

EAG Board Members 2016-2017:

Co-Chairs Leslie Pope & Mary Anderson; Chair Elect Kristin Ritter; Treasurer Xyzlinda Marshall; Secretary/Historian Melanie Hisaw; Co-Webmasters desiree Monroy and Mary Anderson

Legislative Reception:

Kristin Ritter gave a summary of the early preparation to date. The event will be on Friday, February 3, 2017 from 11:30 am-1:30 p.m. in the Columbia Room in the Legislative Building. Invites will be distributed soon to Executive Assistants' (EA) and Legislative Assistants (LA). It was determined that the EA is the main attendee and can bring a team consisting of their agency legislative liaison and/or other agency colleagues that work with the legislature. Since this is an EAG sponsored event, the stipulation is that the EA must attend with others from their agency. The committee members planning the event are; Kristin Ritter, Melanie Hisaw, Denise Ross, Paulette Yorke, Leslie Pope, Shellie Burnham and clean up help by desireé Monroy and Danelle Guerin.

Program: Meeting Minutes Revisited

Aaron Wyatt, Communications Director, Washington Student Achievement Council, provided an enlightening and interactive presentation on Meeting Minutes Framework and best practices.

Adjournment

The meeting adjourned at 10:00 a.m.

EAG Board Members 2016-2017:

Co-Chairs Leslie Pope & Mary Anderson; Chair Elect Kristin Ritter; Treasurer Xyzlinda Marshall; Secretary/Historian Melanie Hisaw; Co-Webmasters desiree Monroy and Mary Anderson



February 1, 2017
Minutes
Approved 3/1/2017

MEMBERS PRESENT

Melanie Hisaw, State Board of Health
Robin Riley, DOC Indeterminate Sentence Review Board
Xyzlinda Marshall, Pollution Liability Insurance
Kristin Ritter, Student Achievement Council
Leslie Pope, ArtsWA
Danelle Guerin, Enterprise Services
Sandy Green, Charter School Commission
Denise Ross, State Board of Education

Welcome

The meeting was called to order at 8:20 a.m.

Business Meeting

Approval of the Minutes

January 4, 2017, minutes were presented. Kristin Ritter moved to approve the minutes, seconded by Xyzlinda Marshall. The minutes were approved, with one abstention.

Report from the Governor's Office: Tabled to a later date.

Legislative Reception

Kristin Ritter and Melanie Hisaw reported on the upcoming event on Friday, February 3, 2017 from 11:30 am-1:30 p.m. in the Columbia Room in the Legislative Building. Invites and reminders have been sent to all Legislative Assistants' (LA's) and Executive Assistants' (EA's). Plans are moving along well and there's been over 130 registrations so far. There has been great help by the following planning committee; Kristin Ritter, Melanie Hisaw, Denise Ross, Paulette Yorke, Leslie Pope, Shellie Burnham, desiree Monroy and Danelle Guerin. The give-away gift assembly was completed on Monday and Tuesday this week. Set up will begin Thursday afternoon. The program will begin with mingling, eating, and networking while the EAG slideshow is playing. Leslie Pope will give a welcome and announcements at noon. Every 15 minutes there will be a drawing for a gift (valued under \$50).

Program: The Wonders of Prezi

Cassandra Garcia, Pollution Liability Insurance Agency, gave an informative and interactive presentation on Prezi software. Prezi uses motion, zoom, and spatial relationships to bring

EAG Board Members 2016-2017:

Co-Chairs Leslie Pope & Mary Anderson; Chair Elect Kristin Ritter; Treasurer Xyzlinda Marshall; Secretary/Historian Melanie Hisaw; Co-Webmasters desiree Monroy and Mary Anderson

ideas to life and to make a great presentation. We learned some of the differences between Prezi and PowerPoint.

Program: Healthy Guidelines for Meetings

Alyssa Auvinen, Department of Health, provided information and resources on healthy food options and guidelines for meetings and in the workplace. We heard about Governor Inslee's Executive Order No. 13-06 that focuses on three key areas to improve health: providing wellness assistance to all state agencies so they can create their own effective wellness programs, incorporating wellness in state employee health insurance plans, and requiring state agencies to develop and implement healthy food and beverage policies.

Adjournment

The meeting adjourned at 10:00 a.m.

EAG Board Members 2016-2017:

Co-Chairs Leslie Pope & Mary Anderson; Chair Elect Kristin Ritter; Treasurer Xyzlinda Marshall; Secretary/Historian Melanie Hisaw; Co-Webmasters desiree Monroy and Mary Anderson



March 1, 2017
Minutes
Approved 4/5/2017

MEMBERS PRESENT

Xyzlinda Marshall, Pollution Liability Insurance
Sandy Green, Charter School Commission
Kristin Ritter, Student Achievement Council
Julie Anderson, Gambling Commission
Joyce Rolfer, Public Employment Relations Commission
Denise Ross, State Board of Education
Melanie Hisaw, State Board of Health
Leslie Pope, ArtsWA
Paulette Yorke, Environmental & Land Use Hearings Office
Mary Anderson, Governor's Office (by phone)

Welcome

The meeting was called to order at 8:10 a.m.

Business Meeting

Approval of the Minutes

February 1, 2017, minutes were presented. Xyzlinda Marshall moved to approve the minutes, seconded by Kristin Ritter. The minutes were approved unanimously.

Report from the Governor's Office

All things federally related are directed through Sam Ricketts, Director in the DC office. Governor Inslee recently issued an Executive Order blocking our state from participation in federal immigration raids and religious registry.

Legislative Reception Recap

Kristin Ritter reported the reception was a success with 124 people attending. There was sufficient help with planning, set up, nametags, MC, and other tasks. The helpful volunteers made the event pleasant for all involved. The final cost was about \$130 under budget.

Last Call: EAG Officers for 2017-18

Leslie Pope reviewed our elections process and the proposed slate of candidates for 2017-18, which includes Kristin Ritter and Melanie Hisaw for Co-Chairs, Denise Ross for Chair Elect, Paulette Yorke for Secretary/Historian, Xyzlinda Marshall for Treasurer, and desiree Monroy and Mary Anderson for Co-Webmasters. Membership will vote on the proposed slate at the

EAG Board Members 2016-2017:

Co-Chairs Leslie Pope & Mary Anderson; Chair Elect Kristin Ritter; Treasurer Xyzlinda Marshall; Secretary/Historian Melanie Hisaw; Co-Webmasters desiree Monroy and Mary Anderson

April monthly meeting. The newly elected board will officially take office at the Spring Planning Work Session.

Spring Planning Work Session

Xyzlinda Marshall reported on the planning progress. The original planning committee established at the Spring Workshop in 2016 is unable to plan this event. Board members stepped in to get it organized. The dates established are April 27 & 28, 2017 at Quality Inn Ocean Shores. Haley Lowe will be our speaker and she will present on the Work-Life Balance. Mary Anderson created a themed save-the-date notice and Melanie Hisaw will send it to membership on March 9. Registration to EAG membership will follow soon after.

Xyzlinda Marshall motioned to approve a \$2,000.00 budget for the 2017 Spring Work Session, seconded by Denise Ross. The motion was approved unanimously.

Communications Workshop

The "Difficult Conversations Workshop" will be from 8am-12pm on March 21, 2017 at the Board of Industrial Appeals. This is a free event for EAG members only.

Annual Audit

Xyzlinda Marshall shared that Barb Cleveland has again volunteered to perform the EAG annual budget audit, but needs another member to assist in the process. Melanie Hisaw volunteered for this task.

Program: The Vault

Jason Beers, WaTech, gave a presentation on "The Vault." He provided insight to the features and details about the Vault and he answered many of our questions about email and calendar storage, retention, retrieval and overall archive issues.

Adjournment

The meeting adjourned at 10:00 a.m.

EAG Board Members 2016-2017:

Co-Chairs Leslie Pope & Mary Anderson; Chair Elect Kristin Ritter; Treasurer Xyzlinda Marshall; Secretary/Historian Melanie Hisaw; Co-Webmasters desiree Monroy and Mary Anderson



April 5, 2017
Minutes
Approved as Amended 5/3/17

MEMBERS PRESENT

Xyzlinda Marshall, Pollution Liability Insurance
desirée Monroy, Economic Revenue Forecast Council
Sandy Green
Kristin Ritter, Student Achievement Council
Paulette Yorke, Environmental & Land Use Hearings Office
Mary Anderson, Governor's Office (by phone)
Melanie Hisaw, State Board of Health
Kathleen Turnbow, Caseload Forecast Council

Welcome

The meeting was called to order at 8:10 a.m.

Business Meeting

Approval of the Minutes

March 1, 2017, minutes were presented. Xyzlinda Marshall moved to approve the minutes, seconded by desirée Monroy. The minutes were approved unanimously.

Election of EAG Officers for 2017-18

Leslie Pope, on behalf of herself and Mary Anderson (2016-17 Co-Chairs), reviewed the accomplishments of the past year and thanked the members who served on committees and workshops.

On behalf of the Membership Committee, desirée Monroy presented the 2017-18 Slate of Candidates. desirée Monroy moved to approve the slate, seconded by Leslie Pope. The new 2017-18 EAG Officers are; Kristin Ritter and Melanie Hisaw as Co-Chairs, Denise Ross for Chair Elect, Paulette Yorke for Secretary/Historian, Xyzlinda Marshall for Treasurer, and desirée Monroy and Mary Anderson for Co-Webmasters.

Spring Planning Work Session

Xyzlinda Marshall reported on the planning progress. The dates are April 27 & 28, 2017 at Quality Inn Ocean Shores. Haley Lowe will be our speaker and she will present on the Work-Life Balance. Registration cut-off is April 13. Melanie Hisaw will send out a registration reminder to the membership.

EAG Board Members 2016-2017:

Co-Chairs Leslie Pope & Mary Anderson; Chair Elect Kristin Ritter; Treasurer Xyzlinda Marshall; Secretary/Historian Melanie Hisaw; Co-Webmasters desirée Monroy and Mary Anderson

Annual Audit

Xyzlinda Marshall shared that Barb Cleveland and Melanie Hisaw completed the EAG annual budget audit on March 31, 2017.

Program: Western Governor's University (WGU)

Wendy Hinand, M.A. and Lydia Mills, WGU, gave a presentation on the benefits of attending Western Governor's University, an online higher education institution.

Adjournment

The meeting adjourned at 10:00 a.m.

EAG Board Members 2016-2017:

Co-Chairs Leslie Pope & Mary Anderson; Chair Elect Kristin Ritter; Treasurer Xyzlinda Marshall; Secretary/Historian Melanie Hisaw; Co-Webmasters desirée Monroy and Mary Anderson



Spring Planning Session
Ocean Shores Washington, Quality Inn
April 27-28, 2017
Minutes
Final

MEMBERS PRESENT

Kristin Ritter, Student Achievement Council
Melanie Hisaw, State Board of Health
Janet Kurz, State School for the Blind
desirée Monroy, Economic & Revenue Forecast Council
Xyzlinda Marshall, Pollution Liability Insurance Agency
Paulette Yorke, Environmental & Land Use Hearings
Mary Anderson, Governor's Policy Office
Robin Riley, DOC Indeterminate Sentence Review Board
Leslie Pope, Arts Commission
Denise Ross, Board of Education
Stacy Conway, State Investment Board
Kathleen Turnbow, Caseload Forecast Council
Terry Bergener, Dept. of Health

Thursday, April 27, 2016

Co-Chairs Kristin Ritter and Melanie Hisaw called the meeting to order at 9:30 a.m.

Business Meeting

Bylaw Review and Discussion

desirée Monroy facilitated the discussion on updates and revisions. Members present amended the proposed bylaws. Mary Anderson moved, seconded by desirée Monroy. Motion passed unanimously.

Annual Planning

Kristin Ritter and Janet Kurz facilitated the discussion to brainstorm future training needs. Members are encouraged to send any other thoughts on topics or issues they would like to have at a monthly meeting to the Chair-Elect.

Topics/Issues

- Communications workshop (spoken/unspoken)
- Archive Records
- Meeting Minutes
- Public Disclosure
- Vault
- Code Reviser
- Work/life balance

EAG Board Members 2017-2018:

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

- Microsoft Office
- HR related issues (Kristin Caftin-Small Agency HR)
 - Workers comp
 - LNI accident reporting
 - FMLA
 - Wellness check
 - HIPPA
- COOP Plan
- Accessibility (@ WSSB)
- Verbal Judo – communications (Lynn Cassidy-Western States Project)
- Mindfulness (LEAN – Hollie Jensen)
- Video conferencing (Zoom – Tony @ OSPI)
- Active Shooter (Gambling commission) (Mary Anderson)
- Financial Wellness
- Department of Retirement Systems (Ruby) (Catherine Cadoo)
 - Forms
 - Planning
- Personal Branding (Influence – Jan Dwyer Bang) SPWS
- EAG branding
- Self-defense training
- Yoga (stress relief, cubicle style, meditation)
- Haley workshop
- Website development – platforms (WaTech)
- WaTech overview (John Wright – Mary Anderson)
- Holocracy (OCIO)
- Leadership Coaching - SPWS
- EAG panel “How to” anticipate Director’s needs
- Generations in the workplace

Training with Haley Lowe began at 1:15 – Balance is the key to life

Our training focused on job satisfaction and tools for creating a positive work-life balance. Haley’s presentation was a unique blend of mindfulness, the Wheel of Life, and a portrait of a balanced life to provide a framework to empower and engage us authentically, compassionately and creatively - even in the midst of stress.

Adjournment

The meeting adjourned at 5:00 p.m.

EAG Board Members 2017-2018:

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

Friday, April 28, 2017

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

Business Meeting

Committees

Note: Committees need to establish a budget beforehand, let Xyzlinda Marshall know and have it approved by the Membership. Xyzlinda Marshall has a budget template.

- 2017 Fall Conference: Potential Theme – Health & Balance; Need Speaker; Co-Chairs Robin Riley and Denise Ross. Others: Kathleen Turnbow, Paulette Yorke, Mary Anderson (publications)
- 2017-18 Evening Sessions: Xyzlinda Marshall
- 2018 Legislative Reception: Chair-Melanie Hisaw, Co-Chair-Robin Riley, Leslie Pope, Paulette Yorke
- 2018 Spring Planning Session: Co-Chair-desirée Monroy, Co-Chair-Leslie Pope and Mary Anderson.
- Membership Committee and Workshops: desirée Monroy and Mary Anderson. Janet Kurz and Stacey Conway agreed to help with workshops.

Training Program: Haley Lowe concluded the two-day training.

Adjournment

The meeting adjourned at 12:30 p.m.

EAG Board Members 2017-2018:

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



May 3, 2017
Minutes
Approved 6/7/17

MEMBERS PRESENT

Kristin Ritter, Student Achievement Council
Xyzlinda Marshall, Pollution Liability Insurance
desirée Monroy, Economic Revenue Forecast Council
Kathleen Turnbow, Caseload Forecast Council
Kelsey Davis, Transportation Improvement Board
Paulette Yorke, Environmental & Land Use Hearings Office
Melanie Hisaw, State Board of Health
Denise Ross, Board of Education
Leslie Pope, Arts Commission
Stacy Conway, State Investment Board
Lindsay Mathews, Citizens Commission on Salaries

Welcome

The meeting was called to order at 8:10 a.m.

Member introductions were shared by those in attendance. All who attended the Spring Planning Work Session (SPWS) gave an update about what they took away from it.

Business Meeting

Approval of the Minutes

April 5, 2017, minutes were presented. Kathleen Turnbow indicated that she was in attendance at the 4/5 meeting so the minutes should be amended. Melanie Hisaw moved to approve the minutes as amended, seconded by desirée Monroy. The minutes were approved unanimously.

Audit Report

Xyzlinda Marshall provided a Financial Records Review handout explaining the results of the recent audit of the EAG records for the period 1/1/16 - 12/31/16. Xyzlinda reviewed the document and further explained the results to the group.

Bylaws Changes

desirée Monroy reported that the Bylaws, after being extensively reviewed, had been finalized, approved by the membership at the Spring Planning Work Session (SPWS), and

EAG Board Members 2017-2018:

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uploaded to the website. She gave a brief overview of the process and the significant changes which included the definitions, financial section, and board duties.

Committees & Assignments

The committee assignments for the upcoming year were selected at the SPWS and will be published in the 4/27/17-4/28/17 minutes.

Program: Rules Coordination (WACS, etc.)

Kerry Radcliff and Tiffany Wallace, Washington State Register, gave a presentation on how to use the Code Reviser's website, what it contains and a brief overview of the rule making process. She also advised of some upcoming changes to forms and processes.

Adjournment

The meeting adjourned at 10:00 a.m.

EAG Board Members 2017-2018:

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



June 7, 2017
Minutes
Approved 7/5/17

MEMBERS PRESENT

Kristin Ritter, Student Achievement Council
Xyzlinda Marshall, Pollution Liability Insurance
Kelsey Davis, Transportation Improvement Board
Paulette Yorke, Environmental & Land Use Hearings Office
Melanie Hisaw, State Board of Health
Denise Ross, Board of Education
Leslie Pope, Arts Commission
Robin Riley, DOC/Indeterminate Sentence Review Board
Kimberly Pollari, Department of Corrections

Welcome

The meeting was called to order at 8:10 a.m.

Introductions and agency updates were shared by all in attendance.

Business Meeting

Approval of the Minutes

May 3, 2017, minutes were presented. Kelsey Davis moved to approve the minutes, Denise Ross seconded. The minutes were approved unanimously.

The discussion on committees and assignments was moved to the next meeting due to time constraints.

Ethics

Kate Reynolds, Executive Director of the Washington State Ethics Board gave a presentation on the role of the Board, who and what the Board has jurisdiction over, as well as information and tips about recent cases that have come to the Board.

Adjournment

The meeting adjourned at 10:00 a.m.

EAG Board Members 2017-2018:

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



July 5, 2017
Minutes
Approved 8/2/17

MEMBERS PRESENT

Kristin Ritter, Student Achievement Council
Melanie Hisaw, State Board of Health
Denise Ross, Board of Education
Leslie Pope, Arts Commission
Robin Riley, DOC/Indeterminate Sentence Review Board
Kimberly Pollari, Department of Corrections
Dustin Dickson, Liquor and Cannabis Board
Stacy Conway, State Investment Board
Kelsey Davis, Transportation Improvement Board
desirée Monroy, Economic and Revenue Forecast Council

Welcome

The meeting was called to order at 8:15 a.m. Introductions and agency updates were shared by all in attendance.

Business Meeting

Approval of the Minutes

June 7, 2017, minutes were presented. Leslie Pope moved to approve the minutes, Robin Riley seconded. The minutes were approved unanimously.

Fall Conference Budget

Robin Riley provided an update on the EAG Fall Conference planning. The event is scheduled to take place on October 6, 2017 at the Department of Labor and Industries. Registration will remain \$75 per participant. The Fall Conference is open to all support staff. Robin Riley moved, seconded by Kristin Ritter, to approve a budget of \$9,835 for the EAG Fall Conference. The motion was approved unanimously.

Active Threats: Shooters in Public Agencies/Meetings

Lieutenant Sam Ramirez, #47 Washington State Patrol, provided a federal standard presentation on active threats on the Capitol Campus and in state agencies. He encouraged participants to sign up for [campus alerts](#).

Adjournment

The meeting adjourned at 10:15 a.m.

EAG Board Members 2017-2018:

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



August 2, 2017
Minutes
Approved 9/6/17

MEMBERS PRESENT

Kristin Ritter, Student Achievement Council
Denise Ross, State Board of Education
Xyzlinda Marshall, Pollution Liability Insurance
desirée Monroy, Economic Revenue Forecast Council
Lindsay Matthews, Citizens Commission on Salaries
Eder Nuñez, Commission on Hispanic Affairs
Stacy Conway, State Investment Board
Robin Riley, Department of Corrections/Indeterminate Sentence Review Board

Welcome

Kristin Ritter called the meeting to order at 8:10 a.m. New member Eder Nuñez was welcomed.

Business Meeting

Approval of the Minutes

July 5, 2017, minutes were presented. Xyzlinda Marshall moved to approve the minutes, seconded by Robin Riley. The minutes were approved unanimously.

Fall Conference Update

Denise Ross shared information about the EAG Fall Conference scheduled Friday, October 6, 2017. The committee is on target to release registration in late August. Speakers include former EAG member, Ashlee Frye now Chief Financial Officer for the Washington State Health Care Facilities. The Dispute Resolution Center will present in the morning on balance and mapping confrontation, while Jennifer Powers will help build confidence and balance in the afternoon.

Robert's Rules of Order/Parliamentary Procedure

Linda Sullivan-Colglazier, Assistant Attorney General, provided an [overview](#) of Robert's Rules of Order, meeting basics, motions, debate, amendments, voting, how to suspend the rules, and roles of reports and public comments.

Adjournment

The meeting adjourned at 10:00 a.m.

EAG Board Members 2016-2017:

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



September 6, 2017
Minutes
Approved 10/4/17

MEMBERS PRESENT

Kristin Ritter, Student Achievement Council
Denise Ross, State Board of Education
Xyzlinda Marshall, Pollution Liability Insurance
Melanie Hisaw, State Board of Health
Kelsey Davis, Transportation Improvement Board
Paulette Yorke, Environmental and Land Use Hearings Office

Welcome

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

Introductions and agency updates were shared by all in attendance.

Business Meeting

Approval of the Minutes

August 2, 2017, minutes were presented. Kristin Ritter moved to approve the minutes, seconded by Kelsey Davis. The minutes were approved unanimously.

Fall Conference Update

Denise Ross shared information about the EAG Fall Conference scheduled Friday, October 6, 2017. She confirmed that the speakers are finalized and the “giveaways” have been ordered.

Cyber Security Presentation

Liz Lewis-Lee gave a presentation on cyber security and best practices.

Adjournment

The meeting adjourned at 10:00 a.m.

EAG Board Members 2016-2017:

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



October 4, 2017
Minutes
Approved 11/1/2017

MEMBERS PRESENT

Kristin Ritter, Student Achievement Council
Denise Ross, Puget Sound Partnership
Xyzlinda Marshall, Pollution Liability Insurance
Stacy Conway, State Investment Board
Danelle Guerin, Department of Enterprise Services
Lindsey Aldridge, Department of Enterprise Services (New)
Robin Riley, Department of Corrections
Kelsey Davis, Transportation Improvement Board
desirée Monroy, Economic & Revenue Forecast Council
Leslie Pope, Arts Commission
Paulette Yorke, Environmental and Land Use Hearings Office

Welcome

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

Introductions were made by all in attendance.

Public Employees Benefits Board (PEBB) Presentation

Jennifer Barnes and Jeff Dixon Ross gave a presentation on the benefits open to change during open enrollment as well as an overview of the programs available to state employees.

Business Meeting

Approval of the Minutes

September 6, 2017, minutes were presented. Xyzlinda Marshall moved to approve the minutes, seconded by Kelsey Davis. The minutes were approved unanimously.

Updates from the Committees

Kristin Ritter, along with others that attended, gave an update on the recent Day of Caring at the Thurston County Foodbank.

Robin Riley gave an update on the upcoming Fall Conference. There was a brief discussion about the logistics and everything is ready.

desirée Monroy gave an update on the Accessibility Workshop tentatively scheduled at the School for the Blind on November 2, 2017 from 10:00 – 1:00 pm. She gave an itinerary for the

EAG Board Members 2016-2017:

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

day and motioned the Board to approve a \$250 expense request for snacks, etc. at the workshop. Leslie Pope seconded. All approved.

Xyzlinda Marshall proposed that the next evening session take place on Monday, October 30, 2017, at 5:30 at the Mayan and asked Paulette Yorke to send out notice to the EAG.

Adjournment

The meeting adjourned at 10:00 a.m.

EAG Board Members 2016-2017:

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



November 1, 2017
Minutes
Approved 12/6/17

MEMBERS PRESENT

Kristin Ritter, Student Achievement Council
Denise Ross, Puget Sound Partnership
Xyzlinda Marshall, Pollution Liability Insurance
Stacy Conway, State Investment Board
Kelsey Davis, Transportation Improvement Board
Melanie Hisaw, State Board of Health
Dustin Dickson, Liquor and Cannabis Board
Tamara Jensen, Board of Education
Kimberly Pollari, Department of Corrections
Amanda Martinez, Charter School Commission
Paulette Yorke, Environmental and Land Use Hearings Office

Welcome

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

Introductions and agency updates were made by all in attendance.

Business Meeting

Approval of the Minutes

October 4, 2017, minutes were presented. Kelsey Davis moved to approve the minutes, seconded by Kristin Ritter. The minutes were approved unanimously.

Updates from the Committees

Denise Ross gave a recap on the evaluations of the Fall Conference. The comments were all very positive regarding the afternoon speaker Jennifer. The comments about the DRC were not as favorable.

Xyzlinda Marshall advised that the dates for the 2018 Spring Planning Work Session would be May 17-18, 2018, in Ocean Shores, WA. On behalf of the committee, she requested \$2000 in EAG funds for the conference. Xyzlinda make a motion for approval of the funds. Denise Ross seconded. There was a discussion and then the motion was unanimously approved.

Xyzlinda Marshall then gave a brief recap of the evening session this past Monday. She said it was well attended and really beneficial and urged others to attend in the future.

EAG Board Members 2016-2017:

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

Melanie Hisaw gave a reminder of the Accessibility 101 training in Vancouver tomorrow.

Kristin Ritter reminded everyone that the Holiday gift exchange would take place at the next meeting on December 6, 2018, at the Hotel RL.

Pacific Mountain Workforce Development Council presentation

Cheryl Fambles from Pacific Mountain Workforce Development gave a presentation of who they are, what they do and how they can benefit state agencies.

Adjournment

The meeting adjourned at 10:00 a.m.

EAG Board Members 2016-2017:

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



December 6, 2017
Minutes
Approved 1/3/18

MEMBERS PRESENT

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

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

November 1, 2017, minutes were presented. Xyzlinda moved to approve the minutes, seconded by Denise Ross. The minutes were approved unanimously.

Updates from the Committees

desirée Monroy gave a recap on what a success the Accessibility workshop was. Melanie Hisaw brought up the Legislative Reception. There was a brief discussion and all decided that due to the short session we would not do one this coming session.

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
