

1 **Capital Projects Advisory Review Board**

2 **Board Development Committee**

3 Meeting Summary October 8, 2021

4 **1. Committee co-chair Walter Schacht called the virtual (Zoom) meeting to order at 1:08 p.m.**  
5 A quorum was established.

6  
7 **2. Welcome and introductions.** Co-chair Walter Schacht welcomed the attendees and led roll call.

8 Committee members in attendance unless otherwise noted:

9	• Walter Schacht, Mithun	CPARB	Co-chair
10	• Bill Frare, DES	CPARB	Co-chair
11	• Lisa van der Lugt, OMWBE	CPARB	
12	• Olivia Yang, Washington State University	CPARB	
13	• Janice Zahn, Port of Seattle	CPARB	
14	• Irene Reyes, The Glove Lady (absent)	CPARB	
15	• Robynne Thaxton, Thaxton Parkinson PLLC (absent)	CPARB	
16	• Bill Dobyns, Lydig (absent)	CPARB	

17 Other attendees include:

18	• Talia Baker, DES	CPARB	
19	• Melissa Van Gorkom, Senate Committee Services		
20	• Jerry Vanderwood, AGC		
21	• Mark Cork, Mahlum Architects		
22	• Kirsten Smith, AIA Washington Council		
23	• Tammie Sueirro, AIA Washington Council		

24  
25 **3. Review and approve agenda.** Co-chair Frare reviewed the agenda.  
26 a. Approval of today's agenda – Motion (Walter Schacht), Second (Olivia Yang), passed to  
27 approve the meeting agenda.

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29 **4. Review and approve last meeting's minutes.**  
30 a. Approval of 5/27/2021 meeting minutes – Motion (Jerry VanderWood), Second (Bill  
31 Frare), passed to approve the meeting minutes.

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33 **5. Invitation to the public to participate.**

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35 **6. CPARB open positions/recruitment.** Talia Baker shared that CPARB has four open positions:  
36 architects, general contractor, cities, public hospital districts. Talia added that unlike the other  
37 positions, the public hospital districts position is appointed by the hospitals instead of appointed  
38 by the Governor's Office.  
39 a. Janice Zahn – Corey represents hospitals on PRC and we can see if they have any  
40 recommendations to fill the hospitals position.  
41 b. Co-chair Schacht – I will continue to represent architects until a new person is appointed.  
42 Curious if anyone knows whether Andy Thompson will continue in his role representing  
43 contractors.  
44 c. Jerry Vanderwood – [AI] I'm not certain, but I think he was hoping to step down at some  
45 point. We know several folks who have applied for this position, so we thought it would

- 46 have been filled by now. I can reach out and confirm if Andy is willing to remain engaged  
47 until the position is filled.
- 48 d. Co-chair Schacht – Our by-laws allow board members to continue to represent their  
49 stakeholder groups until a new representative is appointed, which is helpful since these  
50 positions aren't always easy to fill and we need representation at board meetings.
- 51 e. Janice Zahn – I believe the Governor's Office is still working through appointments.
- 52 f. Co-chair Schacht – Curt Gimmestad applied in April for the contractor role and hasn't  
53 heard anything. Curt is a former PRC Chair and was involved in the Design-Build Best  
54 Practices Committee, and continues as a volunteer to teach CPARB initiated GCCM  
55 workshop at the AGC Education Foundation. He understands what we do, is committed  
56 to our purpose and has the capacity to contribute.
- 57 g. Co-chair Schacht – I asked Tammie and Kirsten to join us today from AIA because we've  
58 been working on finding candidates for this position for over a year. We've been focused  
59 on reaching out to minority and women-owned businesses in this field and haven't had  
60 much luck locating candidates. Mark Cork is a candidate for the architect position and  
61 unfortunately the Governor's Office is unlikely to select him for this position due to their  
62 interest in diversity.
- 63 h. Janice Zahn – When I talked to the Governor's Office, there were many candidates for  
64 the contractor position; there weren't as many applicants for the architect position. And  
65 when there is only one candidate, the Governor's Office doesn't feel there is a decision to  
66 make and will wait for additional candidates.
- 67 i. Jerry Vanderwood – I have also been reaching out to the Governor's Office inquiring  
68 about the status of these appointments because we've also nominated candidates for the  
69 contractor position, one of whom is a woman from eastern WA, and we also heard that  
70 the Governor's Office was still soliciting applications.
- 71 j. Lisa van der Lugt – Similarly, we've been speaking with the Governor's Office—  
72 specifically the Governor's executive leadership team--and they are getting many calls  
73 about all of the positions for 53 different boards they are charged with filling. They are  
74 looking for more applicants, and diverse applicants, and unless we give them a  
75 compelling reason as to why they need to make a nomination now, they are prepared to  
76 wait for the right candidate.
- 77 k. Kirsten Smith – I heard a similar message and it was unclear of how long they were  
78 willing to wait for the right candidate.
- 79 l. Co-chair Schacht – Janice, do you think we need to submit our formal recommendation  
80 with the Governor's Office?
- 81 m. Janice Zahn – We have made a recommendation and I was still told that when the  
82 Governor only has one choice, they are not comfortable making a choice. Perhaps we  
83 could continue our advocacy for appointments. Lisa, can you confirm if a  
84 recommendation may be appropriate?
- 85 n. Lisa van der Lugt – [AI] Yes, I'll do this next week and see if I can get some clarity on  
86 timing.
- 87 o. Jerry Vanderwood – We should also clarify the timeframe, if we need folks to continue  
88 serving, how long should they plan for, six months or more?
- 89 p. Lisa van der Lugt – Noted. Also consider that they are dealing with the COVID-19  
90 impacts so this may not be their top priority but I will ask.
- 91 q. Tammie Sueirro – Lisa, if you need anything from us, a document detailing our process to  
92 date, let us know.
- 93 r. Co-chair Schacht – Historically, the Governor's Office would send the candidate  
94 applications to the board staff who would forward them to the board chairs and we would

- 95 have a conversation about appointments. I believe it's in the best interest for everyone to  
96 share the candidates and have a discussion.
- 97 s. Janice Zahn – [AI] They did share the applicants with us. I was under the impression that  
98 the Governor was going to make an appointment from the pool of candidates, but now  
99 I'm hearing they want more applications because having just one application for a  
100 position is not enough to make a decision. It's been about three weeks since we last  
101 spoke so I'll reach out and see what else we can provide or understand what they need  
102 to move forward.
- 103 t. Jerry Vanderwood – Just rereading the email and to clarify, it says the Governor's Office  
104 is still receiving applications and reviewing them; not that they are waiting on the receipt  
105 of additional applications.
- 106 u. Co-chair Frare – [AI] The co-chairs will reach out on the status of the public hospital  
107 district appointments.
- 108 v. Janice Zahn – [AI] I'll also ask about the cities position.
- 109 w. Co-chair Schacht – We all heard today that the Governor's Office would like more than  
110 one qualified candidate for each position, so if that's the case, let's make that happen.
- 111 x. Mark Cork – Just wanted to share with the group that as discussed, I've applied for the  
112 architect position and the Governor's Office has received my application and I understand  
113 they are looking for a diverse candidate to fill this position. My purpose here is to continue  
114 to demonstrate my interest in the position and the process, whether I'm the ultimate  
115 appointee or not.
- 116
- 117 **7. PRC open positions/recruitment.** Co-chair Frare shared that PRC has four vacancies:  
118 disadvantaged business enterprise (2 positions), construction trades labor (1 position), and owner  
119 transportation (1 position).
- 120 a. Janice Zahn – I heard we were going to have an applicant for the owner transportation  
121 seat. Have we received that application yet?
- 122 b. Talia Baker – No, we haven't received that application yet. We have a few more positions  
123 that will expire in October and the following positions will open up: owner cities, design  
124 industry architect, private sector.
- 125 c. Co-chair Frare – The process for that is those application come to DES, they are shared  
126 with the board and the board will make their decision in a board meeting.
- 127 d. Co-chair Schacht – We were hoping this group could review applications first. However,  
128 we've never done this before so we're not entirely sure what sort of input we would  
129 provide to the board. There used to be a separate PRC Development Committee but  
130 we've folded that into this committee.
- 131 e. Janice Zahn – Part of folding those PRC Development Committee duties into this  
132 committee is we want to review the criteria for the PRC seats. When those job criteria  
133 were established, they were written by the people occupying the seat and the  
134 qualifications were not consistent among the different positions. We need to clean up  
135 these descriptions and requirements. This would be helpful to have done soon and  
136 before we need to evaluate and make appointments. There are also some overarching  
137 guidance discussions we should have such as staggering position end dates.
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- 139 **8. Set agenda for December meeting.** Talia Baker offered to extend our Dec. 10, 2021 meeting to  
140 90 minutes to continue our conversation.
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- 142 **9. Adjourn.** The committee M/S/A to adjourn the meeting at 1:58 p.m.