

1 **Capital Projects Advisory Review Board**

2 **Board Development Committee**

3 Meeting Summary May 27, 2021

4 **1. Committee co-chair Walter Schacht called the meeting to order at 8:04 a.m. A quorum was**  
5 **established.**

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

8 Committee members in attendance:

- |    |  |       |          |
|----|--|-------|----------|
| 9  | • Walter Schacht, Mithun                   | CPARB | Co-chair |
| 10 | • Bill Frare, DES                          | CPARB | Co-chair |
| 11 | • Irene Reyes, The Glove Lady              | CPARB |          |
| 12 | • Olivia Yang, Washington State University | CPARB |          |
| 13 | • Robynne Thaxton, Thaxton Parkinson PLLC  | CPARB |          |

14 Other attendees include:

- |    |  |       |  |
|----|--|-------|--|
| 15 | • Rebecca Keith, City of Seattle         | CPARB |  |
| 16 | • John Salinas, Salinas Construction     | CPARB |  |
| 17 | • Garrett Buckingham                     | CPARB |  |
| 18 | • Santosh Kuruvilla, Exeltech Consulting | CPARB |  |
| 19 | • Nancy Deakins, DES                     |       |  |
| 20 | • Melissa Van Gorkom, SCS                |       |  |
| 21 | • Aleanna Kondelis, Akana                |       |  |
| 22 | • Jerry VanderWood, AGC                  |       |  |

23  
24 **3. Review and approve agenda.** Co-chair Schacht reviewed the agenda.  
25 a. Approval of today’s agenda – Motion (Bill Frare), Second (Robynne Thaxton), passed to  
26 approve the meeting agenda.

27  
28 **4. Review and approve last meeting’s minutes.**  
29 a. There are no meeting minutes from the last Board Development Committee meeting.

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31 **5. Invitation to the public to participate.** Co-chair Schacht explained this committee meeting is  
32 open to participation from non-committee members. If you wish to speak, use the chat or hand  
33 raise functions.

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35 **6. Committee Responsibilities.** Co-chair Schacht shared a document on his screen outlining a  
36 draft process for onboarding and opened the conversation to discuss the process.  
37 a. Aleanna Kondelis – We may want to consider an intermediary introduction to board  
38 leadership.  
39 b. Co-chair Schacht – This would be an introduction to the board as a whole and not just  
40 leadership. Many people have expressed need for an introduction to the board.  
41 c. Rebecca Keith – Given the time and situation, we may want to spend more time on our  
42 charge to provide a recommendation for applications during this meeting.  
43 d. Co-chair Schacht – I agree with that. I would like to post the draft process to remind  
44 ourselves why we are here.

- 45 e. Santosh Kuruvilla – I would suggest discussing operating procedures as a potential  
46 agenda item in future meetings.  
47

48 **7. Candidate letters of interest.**

- 49 a. Co-chair Frare – We have a number of new positions and vacancies on the board. The  
50 Governor's office made a commitment to fill those as soon as possible. I asked if that  
51 would be by the end of July. I expressed that we needed a chair as soon as possible. I'm  
52 expecting a response today on how fast they can do that. I also noted it's possible we  
53 only have one person applying for the chair and/or vice-chair positions. They will be  
54 interim positions as the bylaws require us to select a new chair and vice-chair in May of  
55 2022.
- 56 b. Rebecca Keith – Before the CPARB meeting in May, the Governor's office of Boards and  
57 Commissions said they had heard concerns of holding a special election in June. There  
58 are two new board positions to be filled. I don't think we can presume only one person is  
59 expressing interest in serving as board chair or vice-chair. Some people may be waiting  
60 to submit letters of interest for a board leadership position until after this meeting.
- 61 c. Walter Schacht – I agree we cannot presume. We need to consider if it is appropriate to  
62 hold a board election on June 9th. My other concern is that we need to make sure the  
63 open board positions are advertised to make people are aware of the opportunity and  
64 attract applicants that represent their industry bodies. I want to figure out how we can  
65 support people's efforts to apply for the board in a meaningful way.
- 66 d. Rebecca Keith – I want to be clear that the chair and vice chair of CPARB only conducted  
67 a high level of review of candidates by acknowledging their experience and did not  
68 approve or suggest a candidate.
- 69 e. Walter Schacht – Previously, the office of Boards and Commissions sent applicant's  
70 submittals to DES who forwarded them for the chair and vice chair to provide feedback.  
71 Boards and Commissions was appreciative of the feedback we provided.
- 72 f. Robynne Thaxton – I think this committee can provide greater outreach to our constituent  
73 stakeholders. If more people knew about the open board positions, we would have more  
74 interest. Another thing we can do is onboard people so they know what's going on. The  
75 board has tasked us with developing a process to confirm a chair and vice chair. At the  
76 very least, we need an interim chair. I think interested people should submit a letter of  
77 interest. We can provide guidance, such as why they want to be a chair, what they hope  
78 to accomplish, and whether or not they are able to commit time to the board.
- 79 g. Santosh Kuruvilla – It appears there is confusion on how many board positions are open.
- 80 h. Rebecca Keith – The current open positions are part of a total of 21 positions.
- 81 i. Irene Reyes – Can you clarify the process today for interested candidates? Do we state  
82 the criteria in the process?
- 83 j. Rebecca Keith – I agree we should hold the meeting in June, and that CPARB knows the  
84 Governor's office's position. I think candidates should submit a letter of interest. That is  
85 what we have done in the past, but I wanted to wait for this meeting to confirm and see if  
86 there is anything we can provide to help inform what people should include on their letter  
87 of interest. This committee could help the board decide what is required.
- 88 k. Irene Reyes – To clarify, there is no written criteria?
- 89 l. Co-chair Schacht – That is what this meeting is for.
- 90 m. Rebecca – There is language in the bylaws that state what the chair and vice chair do.
- 91 n. Walter Schacht – We will have Bill Frare run through the proposed criteria in a letter of  
92 interest and then open it up to discussion.
- 93 o. Co-chair Frare – We want to know your qualifications and leadership style. Facilitation  
94 skills are important, and a chair should know Robert's Rules of Order, or commit to

- 95 learning them. Chairs need to work towards consensus and be able to guide  
96 disagreement to a constructive conversation. Awareness of DBI is also very important.
- 97 p. Aleanna Kondelis – Under qualifications I would like to see level of practice, how have  
98 they been involved in APW. In general, I would like to understand familiarity with  
99 legislative process.
- 100 q. Robynne Thaxton – I don't think we need aptitude and mindset as that will be discovered  
101 through the rest of the process. I would also add consensus building and conflict  
102 resolution and think a vision statement and overall direction of CPARB would be good to  
103 hear.
- 104 r. Santosh Kuruvilla – I want to hear what they are trying to accomplish and what the  
105 challenges are.
- 106 s. Olivia Yang – Can you help me understand the timing? We are trying to come up with the  
107 questions we want the candidate to answer, then send it out to the board, and allow  
108 candidates to submit a letter of interest before the special election meeting on June 9?
- 109 t. Co-chair Schacht – Correct.
- 110 u. Robynne Thaxton – I think this is great. We may want to see if those who have submitted  
111 letters of interest want to adapt theirs after this conversation.
- 112 v. Rebecca Keith – This is a big list and a letter may not be able to hit all these topics.
- 113 w. Walter Schacht – I think they should cover these three main topics (qualifications,  
114 approach to leadership, vision and mission), and use the other bullets as prompts. I  
115 believe it should be a two-page limit.
- 116 x. Rebecca Keith – I will frame this by saying the Board Development Committee met to  
117 outline what we recommend should go in a letter of interest, and that candidates use  
118 these prompts in their letters of interest.
- 119 y. Aleanna Kondelis – I would like to add a statement of acknowledging the time  
120 commitment and balancing of a day job.
- 121 z. Robynne Thaxton – They should have support from their organization.
- 122 aa. Walter Schacht – You also have to put the board before your representation.
- 123
- 124 **8. Next steps.** Co-chairs Schacht and Frare will finish this document of recommendations and send  
125 it to the board.
- 126
- 127 **9. Adjourn.** The committee M/S/A to adjourn the meeting at 9:00 a.m.