

Capital Projects Advisory Review Board  
**Board Development Committee**

Meeting Agenda 4/3/2024

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**Committee focus:**

To aid in candidate outreach, recruitment, improve transitioning, and educating new board members on the roles, operating procedures, and the scope of the board.

*(8 Active Members; 5 = Quorum)*

	Lekha Fernandes Co-Chair	OMWBE	CPARB
	Robynne Thaxton Co-Chair	Thaxton Parkinson PLLC	CPARB
	Jeff Jurgensen / Stacy Shewell-Proxy	OAC Services	PRC
	Santosh Kuruvilla	Exeltech	CPARB
	Irene Reyes	The Glove Lady	CPARB
	Linneth Riley Hall / Proxy Eza Agoes	Sound Transit	CPARB
	Olivia Yang	WSU	CPARB
	Janice Zahn	Port of Seattle	CPARB
	<i>Vacant</i>	General Contractors	CPARB
	<i>Vacant</i>	Architects	CPARB
	<i>Vacant</i>	Public Owner	CPARB

**AGENDA**

Item	Purpose	Presenter	Time
Welcome	Information	LH	3:00 pm
Review and approve agenda	Action	All	3:05 pm
Review/Approve minutes from 2/6/2024	Action	All	3:06 pm
Invitation to public to participate	Information	RT	3:08 pm
Structure of the PRC	Discussion/Action	All	3:10 pm
- Owner Representation\Renaming Positions	Discussion/Action	All	
New Issues – Board Recruitment	Discussion	All	4:00 pm
Mentorship and Training	Discussion		4:15 pm
Set agenda for next meeting: 5/1/2024	Discussion	All	4:25 pm
Adjourn	Action	All	4:30 pm

The committee meeting will be conducted virtually via the TEAMS platform.

**PARKING LOT:**

- PRC Position Descriptions
- Resources subsection on webpage

**ACTION ITEMS FROM THE LAST MEETING:**

1. Co-Chair Robynne Thaxton will clean up the potential PRC position term list and send it to PRC Chair Kyle Twohig, Vice Chair Jessica Murphy, and members of this committee.
2. Co-Chair Lekha Fernandes will send out the CPARB/PRC position list and ratio spreadsheet to this committee.
3. Janice Zahn to reach out to other public owners to discuss the current PRC member list and consider what a better balance of owners would look like and how it could be adapted.
4. Co-Chair Robynne Thaxton and/or Co-Chair Lekha Fernandes to check in with CPARB Vice Chair Keith Michel to confirm his role and responsibilities in overseeing the mentorship program.
5. All committee members review the PRC-approved project list to better understand who has come to the PRC over the last couple of years and see if there are positions that are underrepresented.
6. All committee members review the proposed plan to stagger PRC positions as well as the makeup of the PRC prior to the next meeting.
7. Co-Chair Thaxton to send out the proposed plan to stagger PRC appointments to PRC Chair Kyle Twohig and Vice Chair Jessica Murphy for review.
8. Talia will consolidate a list of CPARB Committees with open positions.