

Co-chair Fernandes called the meeting to order at 3:03 p.m. A quorum was established.

1. Welcome and introductions. Co-Chair Fernandes welcomed the attendees and led roll call.

Committee members in attendance unless otherwise noted:

- Robynne Thaxton (temp) *Co-Chair*, Thaxton Parkinson PLLC (*absent*) CPARB
- Lekha Fernandes, *Co-Chair*, OMWBE CPARB
- Bill Dobyns, CBRE CPARB
- Santosh Kuruvilla, Exeltech CPARB
- Jeff Jurgensen, OAC Services/PRC Chair PRC
- Irene Reyes, The Glove Lady (*absent*) CPARB
- Linneth Riley Hall, Sound Transit (*absent*) CPARB
- Olivia Yang, Washington State University (*absent*) CPARB
- Janice Zahn, Port of Seattle CPARB

Other attendees include:

- Talia Baker, Staff Support DES
- Nancy Deakins, Staff Support DES
- Claire Moerder, MFA
- Colleen Newell, MFA

2. Review and approve agenda. Chair Fernandes reviewed the agenda and asked the group for any edits before proceeding. Santosh Kuruvilla moved to approve the agenda, seconded by Bill Dobyns and was approved by voice vote.

3. Review and approve last meeting's minutes. The committee voted to approve the meeting minutes for February 7, 2023. Bill Dobyns moved to accept the minutes from February 7, 2023, seconded by Santosh Kuruvilla and were approved by voice vote.

4. Invitation to the public to participate. Co-Chair Fernandes explained this committee meeting is open to participation from non-committee members.

5. Committee Responsibilities.

Finalize CPARB Onboarding Checklist and Job Descriptions

a. Members walked through a few additions and clarifications to the list of duties/expectations.

- 1) One member suggested attending and/or keeping track of committee meetings to the list of CPARB Vice-Chair duties, noting that it's a shared responsibility with the CPARB Chair.
- 2) It was clarified that the Chair and Vice-Chair's onboarding duties would be to hold informal check-ins with new members. The onboarding checklist and mentor/mentee system would take care of the formal onboarding processes.
- 3) It was clarified that a 24-48-hour response time to DES staff was a general expectation and not a hard and fast rule.
- 4) It was suggested to add being the liaison to the governor's office for the CPARB appointment process to the list of CPARB Chair duties. Members also agreed developing this document would make the process of appointing new members easier.
- 5) Members discussed the issue of notetaking in committees. Some CPARB members have staff to help with notetaking and may be more likely to volunteer to serve as chair/co-chair of a committee than others who have neither the support and nor the time or bandwidth to fill that role themselves. Coordinating with Talia can help bridge that gap, as she is able to work with Maul Foster & Alongi to

arrange for a consultant to take notes. Committee members can also rotate the responsibility of notetaking, but the key is to coordinate it ahead of time. Members agreed that arranging for notetaking in coordination with CPARB staff is the responsibility of the committee chair prior to the first meeting, which could mean speaking with Talia to arrange for a consultant notetaker.

- 6) One member asked about committee closeout responsibilities. Talia explained that it's important to keep in touch with her and send meeting minutes, agendas, surveys, working documentation, and drafts as you go, because she archives it by posting it to the website. This keeps a timeline and record of the committee's work on the DES server and makes this information easily accessible if DES receives a public information request at any point in the process. Committee chairs are also encouraged to send Talia anything additional they feel should be included in the state archives. Members agreed to add *'ensuring that documents and information are archived appropriately in coordination with CPARB staff'* to the list of responsibilities for committee chairs.
 - 7) Members also discussed the difference between committee vice-chairs and co-chairs. While the PRC has a vice-chair, it's unique in that it is a standing committee, while most other CPARB committees are ad-hoc. Members agreed that the vice-chair role on the PRC makes sense to share leadership responsibilities with the chair, like how the CPARB chair and vice-chair share responsibilities, but that co-chairs are a better fit for ad-hoc committees. Members agreed to add *'assisting each other with meeting management, watching for raised hands, and monitoring the meeting chat'* to the list of shared committee chair/co-chair responsibilities.
 - 8) The expectation for all CPARB members to participate in committees was clarified to *"at least one active committee."* Removing barriers like needing staff to note-take is an important element of making this accessible for every member. Members agreed that CPARB members need to commit to more than just showing up for the six CPARB meetings each year—they need to contribute to active committees. Members discussed raising the requirement for more committees after members' first year, but decided to leave the requirement at one committee, since some can be more demanding than others.
 - 9) Members agreed that it was valuable to include *'showing up to meetings prepared'* to the list of member responsibilities. While it is tough to enforce, it is part of the shared commitments that all CPARB members make to each other, and it is valuable to have reminders written down.
 - 10) It was noted that CPARB members are expected to practice and be knowledgeable about RCW 39.10. Members agreed to put this in the list of expectations and include the expectation for mentors to be RCW 39.10 subject matter experts.
- b. Members discussed time commitments for each role.
1. Between preparing for and attending the CPARB meetings, connecting with other members, and attending committee meetings, the time commitment for the CPARB chair is about 25-30 hours/month. The time commitment for the vice-chair is similar, at about 20-25 hours/month.
 2. For both the chair and vice-chair, it was agreed that some months are heavier on meetings, and some involve more reaching out and connecting with constituents. Between May and September CPARB only meets for special meetings, if at all, but summers can be busy with committee work.
 3. For committee chairs, members agreed it can range between 10-30 hours/month, depending on the committee's deliverable expectations.
 4. For members, an average minimum of 10-12 hours/month was proposed, between attending CPARB meetings and committee meetings, but it could easily be more.
 5. Members agreed that while all new members are also mentees, it would be useful to leave it broken out as its own role and make a note that all new members are also mentees for the first 6 months of membership, which requires an additional 1 hour/month to complete the onboarding checklist and meet with their mentor.

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6. For mentors, an additional 2-3 hours/month for 6 months was agreed upon as a reasonable average.
7. Members briefly touched on the DES staff roles, and Talia agreed to review what was written to ensure it covers enough and is aligned with the manuals she has written for supporting both CPARB and PRC.

6. Setting the Next Agenda

Members agreed to revisit 3/7/2023 agenda at the next meeting.

- 3-4:30
- Agenda
- Minutes 3/7/2023
- Approve CPARB Onboarding\Mentoring and job desc.
- Conflict of interest discussion
- PRC Job Descriptions – Jeff
- Increase WMBE\DBE positions on PRC?
- Stipends discussion.
- Next agenda

7. Action Items:

- 1) Lekha will update the position descriptions per Committee discussion
- 2) Talia needs to connect with the AG office/Executive Ethics Board about providing a training on COI to CPARB members.
- 3) Talia will review the DES staff position description and add to if necessary.

8. Meeting Adjourned at 4:02 p.m.