

CAB Rule Committee Meeting Notes

Zoom Conference October 08, 2020.

Meeting began at 12:37 p.m. Pacific Time

In Attendance:

Committee Members

Mark Case, Washington State Collection Agency Board Member – Industry member

Scott Kinkley, Washington State Collection Agency Board Member – Public member

David Reid, Director of government affairs and regulatory policy for the Receivables Management Association.

Kevin Underwood, Collection Agency Attorney, Linebarger Goggan Blair & Sampson –Gig Harbor,

WA

Kirk Miller, Consumer Rights Attorney- Spokane, WA

Sam Leonard, Collection Attorney – Seattle, WA

Andy Madden, ACA International vice president of government and state affairs.

Gary Nicolas, Chief Information Security Officer

Program Staff

Kim Hall, Administrative Assistant 3

Grace Hamilton, Investigator 3

Julie Konnersman, Management Analyst

Kathe McDaniel, Assistant Administrator

Gary Nicolas, Chief Information Security Officer

Philip White, Deputy Assistant Director

Elizabeth Lagerberg, Assistant Attorney General, Board Advisor

- Mr. White opened with welcoming all the members, thanking them for their efforts and covered the purpose of the meeting.
- Mrs. McDaniel reviewed the agenda and key focus elements for the day.
- Committee members came prepared with proposals from the previous weeks workgroup assignments. Through additional dialogue during the meeting, all committee members were able to come to a consensus for definitions such as “eligible employee” and “virtual office”. The committee members came to agreement for all definitions (that were in assignments). This definition portion of work has now been successfully completed and met the timeline goal. Appreciate Mr. Kinkley’s, Mr. Underwood’s and Mr. Case’s effort in providing language for consideration.
- Committee members also reviewed revised proposed language regarding Data Security requirements for an employee working virtually. Robust discussion, very thoughtful points of view were shared, through the perspective of real life impacts/scenarios. The committee has

successfully agreed on the revised draft language for IT Data Security, with additional edits crafted from this meeting. The proposed language document will now be forwarded to DOL IT expert for a complete review. If any additional work is recommended, the recommendations will be provided at the October 15th meeting for finalization of language. Committee members met their goal of providing draft language this week. Appreciate the efforts of Mr. Reid, Mr. Leonard and Mr. Nicholas in providing the foundation for the informative discussion.

➤ **Work Assignments for the next meeting:**

- Mr. Underwood will reach out to industry to see if possible agreement regarding language/practice of having an employee “follow policy” vs. “sign a contract”.
- DOL staff will forward the draft proposed language document completed with today’s edits to all committee member for review (including Mr. Nicolas). Please send any suggested edits or concerns to Mrs. Hall, by Tuesday if possible, for compilation for next meeting.
- Mr. Nicholas will provide feedback and any suggested edits/thoughts regarding the IT Data Security draft language at the October 15th meeting.
- Mr. Underwood will provide revised draft language for the “only one person working in an office” portion. The committee members are in consensus of the concept, just wish to refine the language.
- Ms. Lagerberg, Mr. Miller, Mr. Case, Mr. Underwood, and Mr. Kinkley will partner together to address concerns regarding topics such as ‘brick & mortar locations”, “direct supervision” and “minimum number of days working”. They will provide revised draft language for the committee’s consideration. Thank you for taking on this important task.

➤ **Public Comment & Guest:**

Mr. Antonio Ginatta attended, no comment.

October Meeting Schedule: All Times Pacific Time

- Thursday, October 15th- 12:00 p.m. to 2:00 p.m.
- Thursday, October 22nd- 12:00 p.m. to 2:00 p.m.

