



**STATE OF WASHINGTON
DEPARTMENT OF LICENSING
COLLECTION AGENCY BOARD
MEETING MINUTES
SPECIAL BOARD MEETING**

DATE: September 16, 2021

TIME: 10:00 a.m.

LOCATION: Zoom

MEMBERS PRESENT: Fred Wade, Chair
Scott Kinkley, Member
Mark Case, Member
Dirk Bunker, Member
Mari Neubauer, Member

STAFF PRESENT: Rick Storvick, Administrator
Kimberly Hall, Administrative Assistant
Grace Hamilton, Investigator
Julie Konnersman, Management Analysis
Elizabeth Lagerberg, Advising AAG

GUESTS PRESENT: Virtual meeting

OPEN SESSION

1. Call to Order 10:01 a.m.

1.1. Introductions

Kim Hall conducted a roll call and all board members and listed staff were present.

1.2. Order of Agenda

Reviewed agenda.

1.3. Approval of Minutes: April 15, 2021

MOTION: Ms. Neubauer made a MOTION to approve the minutes as presented. Mr. Bunker seconded the MOTION and it passed.

- 1.4. Review Communications
None.

2. New Business

2.1. 2022 Meeting Schedule/Teams

Mr. Storvick advised the board that it was time to set the board meeting schedule for next year. The board will meet on April 14, 2022, and September 15, 2022.

2.2. Board Charter

Mr. Storvick reported that since last meeting the committee has not been able to make much progress on the charter. Another board is working on a charter as well and have decided to use hyperlinks to shorten the document. It is something that all the boards may adopt for their charters.

2.3. 2021 NACARA Annual Meeting

Ms. Hamilton discussed the virtual 2021 NACARA Annual meeting. All board members would be able to attend since its virtual. As of now Ms. Hamilton and two board members are attending.

3. Old Business

3.1. Remote Work Rule Implementation Update

Mr. Storvick provided an update on the remote work rule. Additional questions were created for the requestors. No grants have been given. No complaints have been filed.

3.2. WAC Review and Update project

Mr. Storvick updated the board on the remote work WAC that went into effect on February 14, 2021. One of the provisions of the new rule is an annual review of the WAC. The board decided to begin the first review in the spring of 2022 to allow the rule to be in effect for a full year. The board formed a committee to start the review, Mr. Kinkley and Mr. Case will be apart of the committee.

3.3. Review Master Action Items List

Ms. Hall discussed the action item list.

4. Complaint Cases for Review

4.1. Administrative Closures Report

Ms. Hamilton provided the report of closed cases.

5. Legal Issues for Deliberation

None

6. Disciplinary & Investigation Items

6.1. Closed Session Deliberation report

None

6.2. Disciplinary Cases Report

Mr. Storvick provided a verbal report of the disciplinary report.

7. Assistant Attorney General's Report

Ms. Lagerberg advised that she did not have anything to report but did mention a disciplinary hearing will occur this year and it is very important the entire board attend.

8. Board Administrator's Report

8.1. Program Operations

Mr. Storvick provided licensee count and complaint status reports for the board to review.

8.2. Department of Licensing

Mr. Storvick informed the board that staff continues to work from home. The tentative end date will be in 2022, but the return is in the planning stages. For now, the board meetings will continue to be virtual. We have a new Assistant Administrator with the realignment, Deb Allen-Ba.

8.3. Other items

None.

9. Other Business

9.1. Action Items from this Meeting

- Schedule 2022 Board meetings
- Email Board delegation
- Schedule Committee review meetings

9.2. Agenda items for Next Meeting

- Committee Review
- Review Delegation
- NACARA Annual Meeting report out

10. Public Comment

None.

11. Adjournment 10:40 a.m.

Approved by:



Rick Storvick, Program Administrator

10/13/21

Date



Fred Wade, Chair

13 oct 2021

Date