



Certified Professional Guardian Board Annual Planning Meeting

Monday, May 12, 2014 (8:00 a.m. – 9:00 a.m.)
Telephone Conference

Meeting Minutes

Members Present

Judge James Lawler, Chair
Mr. Gary Beagle
Ms. Rosslyn Bethmann
Mr. Andrew Heinz
Mr. Bill Jaback
Ms. Emily Rogers

Members Absent

Judge Robert Swisher, Vice-Chair
Commissioner Rachelle Anderson
Dr. Barbara Cochrane
Ms. Nancy Dapper
Judge Sally Olsen
Ms. Carol Sloan
Mr. Gerald Tarutis

Staff

Ms. Shirley Bondon
Ms. Carla Montejo
Ms. Sally Rees
Ms. Kim Rood

1. Call to Order

Judge James Lawler called the meeting to order at 8:15 a.m. Judge welcomed Board members and members of the public to the meeting.

2. Board Business

Approval of Minutes

Judge Lawler noted that there was not a quorum and that the proposed minutes from the April 14, 2014 meeting could not be approved at this time.

First Draft of Stakeholder Communications Plan

Judge Lawler asked staff to present the first draft of the Stakeholder Communications Plan.

Staff asked Board members to review the Stakeholder Communications Plan, paying special attention to Table 1, which list stakeholders, stakeholder types, involvement types and communication media. Please send proposed revisions to staff. Four communication methods are contemplated – board meetings, email (listserv), web postings and small group stakeholder meetings.

When the Board is considering a rule, regulation or policy proposal or revision, information will be mailed to the contact person for each stakeholder group and to individuals requesting written input. When comments are received they will be posted on the web for public review.

If a stakeholder group wants to discuss a proposal with a Board member, the group

can contact the Board member or the Administrative Office of the Courts (AOC) and request a meeting. Likewise, any Board member may choose to hold a meeting with stakeholders. Stakeholder groups and individual Board members will be responsible for all meeting arrangements.

The Communications Plan is fluid and procedures will evolve and be fine-tuned as the process evolves. In some instances, the process will extend the comment period. Generally, stakeholder involvement will occur before a rule or regulation is drafted, but proposed rules and regulations that have been drafted will proceed as drafted. Staff clarified that a consultant is an individual and an advisor is an organization and that

Staff was instructed to schedule another teleconference within the next ten days to make decisions regarding applications for certification and the Communications Plan.

3. Executive Session (Executive Session did not take place due to lack of a quorum for voting).

4. Wrap Up and Adjourn

Meeting adjourned at 8:40 a.m. The next scheduled meeting is June 9 at the SeaTac Office Center, 18000 International Blvd., SeaTac, WA 9:00 a.m. to 2:00 p.m.

Recap of Motions from May 12, 2014 Meeting

Motion Summary	Status
<i>None</i>	

Action Items	Status
<i>Staff to send out an email to Board members establishing a Board meeting in the next ten days to complete the May 12, 2014 agenda.</i>	Complete