

## **BOARD OF INDUSTRIAL INSURANCE APPEALS**

Minutes  
Board Meeting  
August 4, 2009

**Call to Order:** The meeting convened at 9:03 a.m. with the following present:

Tom Egan, Chair  
Larry Dittman, Member  
Dave Threedy, Executive Secretary  
Bob Liston, Chief, Administrative Services  
Janet Whitney, Chief Industrial Appeals Judge  
Becky Daniels, Human Resources Manager  
Jay Raish, Confidential Secretary

Excused Absence: Frank Fennerty, Jr., Member

**Approval of Minutes:** The July 7, 2009 Board Meeting minutes were approved.

**Hiring Update:** The Chief Industrial Appeals Judge reported that Legal Secretary 1 interviews were completed yesterday, and we will schedule IAJ interviews this month.

**Updating Practices:** In the absence of a union contract, the Chief Industrial Appeals Judge reported that she sent an e-mail regarding CLEs and asked for input on hearing run assignments. She has drafted an outline for hearing run assignments, and she will send it to the Board Members for their review.

**Facilities:** The Chief, Administrative Services reported that we are modifying the reception area in Seattle, and we are still negotiating the lease price for the Spokane office. This matter is TICKED for the August 18 Special Board Meeting.

**Print Assessment:** The Chief, Administrative Services reported that we received the final report yesterday. He will send a copy to the Board Members for their review.

**NJC Training:** The Chief Industrial Appeals Judge reported that we received a bid for the NJC to offer training on either December 9 or 11.

**Personnel Update:** We discussed extended leave for an employee.

**Tuition Reimbursement:** The Chief, Administrative Services reported that we are drafting a policy and will send it to the Board Members for their review.

**Management Conference:** We agreed that all supervisors will be invited to the management conference, but their attendance is not mandatory. We discussed team-building ideas. This matter is TICKED for the August 18 Special Board Meeting.

**Self Assessment:** The Confidential Secretary will schedule the Self Assessment for October 12.

**All Staff Speaker:** We discussed potential speakers.

**Superior Court Mediations:** We discussed the scenario of mediating a case that is in superior court. PAAC and the Ethics Committee will discuss. This matter is TICKED for the September 1 Board Meeting.

**Phone System:** The Chief, Administrative Services reported that we are reviewing a proposal to change phone service providers that would result in cost savings. This matter is TICKED for the September 1 Board Meeting.

**Performance Management Confirmation:** It was unanimously approved by the Executive Management Team that Becky Daniels will serve as the Project Manager and will set up a confirmation workgroup.

**Adjournment:** There being no further business to discuss, the meeting was adjourned at 10:20 a.m.

Respectfully submitted,

/s/

Jay Raish  
Confidential Secretary

Edited by: Janet Whitney