

## **BOARD OF INDUSTRIAL INSURANCE APPEALS**

Minutes  
Special Board Meeting  
August 18, 2009

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

Tom Egan, Chair  
Frank Fennerty, Jr., 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: Larry Dittman, Member

**Approval of Minutes:** The August 4, 2009 Board Meeting minutes were approved.

**Spokane Update:** The Chief, Administrative Services gave an update on efforts to lease new space for the Spokane office.

**Tuition Reimbursement:** We discussed a draft of the Tuition Reimbursement Requirements.

**Print Assessment:** The Chief, Administrative Services reported on the Print Assessment. This matter is TICKED for the September 1 Board Meeting.

**Publications:** The Chief Industrial Appeals Judge reported on new procedures for *Rules of Practice Procedure*, which is now available on the internet, and *Your Right to be Heard*, which will be posted by September 1. The Managers and Board Members will review the revised *Your Right to be Heard* prior to posting.

**Hearing Run Assignment Procedures:** The Chief Industrial Appeals Judge reported that she sent an e-mail and asked for IAJ comments by September 14.

**Management Conference:** We discussed the Management Conference scheduled for October 21 and 22.

**Speaker for All Staff Meeting:** The Confidential Secretary reported that we booked John Curley.

**Report 411:** Chairperson Egan reported that we received 1,233 appeals in July, and Average Weeks to Completion was 30.5 weeks.

**Personnel:** The Chief Industrial Appeals Judge reported that we are making an offer today for the Legal Secretary 1 position in Mediation, and we are scheduling IAJ interviews.

**Adjournment:** There being no further business to discuss, the meeting was adjourned at 9:54 a.m.

Respectfully submitted,

/s/

Jay Raish  
Confidential Secretary