

## **BOARD OF INDUSTRIAL INSURANCE APPEALS**

Minutes  
Board Meeting  
September 1, 2009

**Call to Order:** The meeting convened at 9:00 a.m. with the following present:

Tom Egan, Chair  
Frank Fennerty, Jr., Member  
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

**Approval of Minutes:** The August 18, 2009 Special Board Meeting minutes were approved.

**Appeals Received:** We reviewed the appeals received numbers.

**Superior Court Mediations:** The Executive Secretary will request an AGO opinion. This matter is TICKED for the September 15 Special Board Meeting.

**Your Right to be Heard:** We reviewed the new publication. We will make a few changes and it will be ready to post on our website.

**Use of State Resources Policy:** The revised policy was approved. The Human Resources Manager will prepare the final policy for signature by the Board Members.

**Personnel Update:** The Chief Industrial Appeals Judge reported that Sarah Jackson started on August 24 as a Legal Secretary 1 in Mediation. IAJ interviews started on August 31.

**Questionnaire about Judicial Survey:** The Chief Industrial Appeals Judge reported that the questionnaire was distributed yesterday. There will be a report at the Management Conference.

**Print Assessment:** The Chief, Administrative Services reported that we received more information from The Ascher Group. Team2 will discuss and will probably report at the Management Conference. The Board Members requested copies of both reports.

**Agency Audit:** The Chief, Administrative Services reported that he received an e-mail from the State Auditor's Office regarding an audit of the agency that will begin the end of September.

**Phone System:** We discussed a proposal from Integra. We agreed to try a one-year contract.

**NJC Training:** The Chief Industrial Appeals Judge reported that we will hold training on December 9 at the Greater Tacoma Convention and Trade Center.

**Self Assessment:** We discussed the reminder we received from the Governor's Office to conduct annual self-assessments. The option that best fits for the BIIA is to submit the Improvement Progress Report. The WSQA Committee will draft and send to the Board Members for their review. This matter is TICKED for the September 15 Special Board Meeting.

**Adjournment:** There being no further business to discuss, the meeting was adjourned at 9:45 a.m.

Respectfully submitted,

/s/

Jay Raish  
Confidential Secretary

Edited by: Janet Whitney