

Board Development Committee

Meeting Summary 12/6/2022

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1. Chair Thaxton called the meeting to order at 3:03 p.m. A quorum was established.

2. Welcome and introductions. Chair Thaxton welcomed the attendees and led roll call.

Committee members in attendance unless otherwise noted:

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| • Robynne Thaxton (temp) Chair, Thaxton Parkinson PLLC | CPARB |
| • Irene Reyes, The Glove Lady | CPARB |
| • Olivia Yang, Washington State University | CPARB |
| • Janice Zahn, Port of Seattle (<i>absent</i>) | CPARB |
| • Bill Dobyys, CBRE | CPARB |
| • Santosh Kuruvilla, Exeltech | CPARB |
| • Linneth Riley Hall, Sound Transit | CPARB |
| • Lekha Fernandes, OMWBE | CPARB |
| • Jeff Jurgensen, OAC Services\PRC Chair | PRC |

Other attendees include:

- Talia Baker, DES
- Nancy Deakins, DES

3. Review and approve agenda. Chair Thaxton reviewed the agenda and asked the group for any edits before proceeding.

- a. It was suggested that the group also discuss nominating a co-chair for this committee today.
- b. Approval of today's agenda: Motion (Irene Reyes), Second (Jeff Jurgensen), passed to approve the meeting agenda.

4. Review and approve last meeting's minutes.

- a. Approval of meeting minutes for October 4, 2022, was postponed to the next meeting due to connectivity issues with the updated CPARB website.

5. Invitation to the public to participate.

- a. Chair Thaxton explained this committee meeting is open to participation from non-committee members.

6. Committee Responsibilities.

a. CPARB Onboarding and Mentoring

Chair Thaxton opened the topic up to the group, flagging the need for a volunteer to put together a new member slide deck. Walking through the draft onboarding checklist, she asked whether more detail should be added to the entry "meet with CPARB member."

Job description for CPARB Mentor was added to the list and several ideas were brought forth for those requirements.

- Minimum of 1 year with a preference of 2 years active participation on CPARB
- Familiarity with mentorship responsibilities
- Have a practical knowledge of RCW 39.10
- Vice Chair will oversee the Mentor/Mentee program and will need to check in regularly to ensure the match ups are agreeable to both parties.
- New mentors must be approved by the Chair and Vice Chair

Santosh noted that another aspect of being a mentor is to have strong interpersonal skills such as good listening and empathy. If the goal is for the mentor to be an example and evoke model behavior from the mentee, that needs to be captured as well. This could be something that falls under mentor training.

Some formal training on expectations and criteria, would be preferable so they can be successful as mentors, but leaving the language flexible for those who may have the qualifications and experience without formal training is a good idea.

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The committee discussed adding in an estimate of the time commitments expected for each job description. Even for Board membership there is the expectation of bi-monthly meeting attendance and reading of the pre-reads. When mentorship and committee participation come into play, that can be a significant time commitment. Nothing was determined at this point of the meeting.

Chair Thaxton continued through the checklist and asked if anyone was interested in putting together the new members slide deck.

There was discussion on whether a new member slide deck is even needed since most of the CPARB basic information is covered through the Onboarding Checklist. The original intent of the slide deck was to give a high-level overview of what CPARB does and has done, and what work is ongoing. It's just an introduction to CPARB that the general public would also have access to.

Since only 16 of the 25 CPARB positions are appointed by the Governor, we want to model the expectations that Governor appointees are held to.

Chair Thaxton will look through her draft slide deck and identify which items are the most key and provide that information to Lekha who has agreed to help out. [AI]

Santosh suggested that while CPARB is a volunteer group, we should add to the slide deck some clear expectations that members need to participate in a minimum number of committees. It is important that this is written down, and strongly communicated to all members.

Irene suggested creating a new member committee that the new members are automatically enrolled in. This committee could meet quarterly to help all new members get their questions answered.

Nancy Deakins suggested adding the reauthorization reports to the Onboarding checklist because they do a good job recapping what CPARB has done in the last eight years, and what they're all about.

The checklist is intended to be a guide for new members to help them become familiar with what CPARB has done, and what CPARB is doing. Most of the items on the check list are hyperlinked and then once the information has been reviewed the Mentee can date it and move to the next item. The mentor helps ensure that this happens and helps to answer questions.

Santosh made a suggestion that the committee look into an audible resource where someone narrate the items on the slide deck to make it a little more personal and encourages folks to participate more actively. A video could be developed where Board members could possibly narrate different aspects of the presentation. There could be multiple-choice questions at the end. If the member answers incorrectly, the correct answer will be provided. Even just five important questions would be sufficient.

There could be budget restrictions, so narrating a slide deck might be more realistic than developing a video.

While these are all great ideas, resources are limited, so much of these suggestions may need to fall upon the mentor. More mentor discussions will need to happen to figure out ways they can do that.

b. CPARB Job Descriptions

Chair Thaxton shared a spreadsheet she's created to add to the CPARB job Descriptions and asked to start with the Chair

- Reports on activity since the last CPARB meeting at each Board meeting.
- Attends Committee meetings and tracks committee activities
- Represents CPARB to the Governor and the Legislature
- Is responsible for enforcing expectations
- Reaches out to new members to make sure all is going well as they start off
- Checks in with less vocal members to make sure all is going well.

Santosh expressed concern that our list of expectations goes beyond the Bylaws, and inquired if the intent is to add any of them.

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Not all expectations are suited to the Bylaws so more discussion needs to occur before that decision is made. The intent of this is to capture some of the realistic considerations of what is occurring with a reasonable time commitment.

Chair Thaxton explained her notes to indicated anything written in bold in her draft document is currently in the Bylaws. She asks members to think about this document and be ready to discuss it at the next meeting. [AI] This will require more discussion, so she asks committee members to be prepared to add/subtract to this document at the next meeting.

7. New Issues to Address

Identify vice-chair/co-chair:

There is still a need for a committee co-chair.

Chair Thaxton is super busy like everyone else and wanted to know if she needs to reach out beyond this committee to drum up interest.

Lekha inquired about the time commitment for co-chairing this committee.

Chair Thaxton shared that she provides the agendas and keep the group on track to generate deliverables in a timely manner. It would be nice to have someone help put together the deliverables for this committee since she has so little time to do it herself.

Irene nominated Lekha Fernandes to Co-Chair which would balance out the private and public aspect of supporting CPARB and could help Lekha learn more about supporting CPARB committees in the process.

Lekha accepted the nomination and offered OMWBE resources for the development of the new members slide deck.

Santosh seconded the nomination.

All present members voted in favor of Lekha becoming the BDC co-chair.

Lekha offered to set up some meetings with Robynne to work on some of the current deliverables. [AI]

8. Setting the Next Agenda

Chair Thaxton suggested focusing on the job descriptions and leave some time to get into the parking lot issues.

Bill Dobyns suggested considering how to memorialize all that Nancy and Talia do, if we should ever lose them.

Nancy Deakins pointed out that Talia has started a resource like what Bill described but agrees the committee should think about that. DES is also working on getting Talia more support.

Talia Baker shared that she does have a desk manual to help anyone who needs to step in for her, but realistically she does not have the option to take hardly any personal time off due to overlapping deadlines and ongoing needs for CPARB and committee meeting support.

Chair Thaxton agreed this is a problem.

9. Next Steps

Co-chairs Thaxton and Fernandes will work together to prepare the new members slide deck and devise a path forward as co-chairs.

10. Meeting Adjourned at 4:03 p.m.