

## **ENVIRONMENTAL HEARINGS OFFICE**

### **Minutes of Meeting February 12, 2008 9:00 a.m.**

The February 2008 meeting was called to order by Chair Kathy Mix in the Boards' office in Lacey, Washington. Present were Chair Kathy Mix, Board Member, Andrea McNamara Doyle, Administrative Appeal Judges Kay Brown, Phyllis Macleod and Cassandra Noble, Administrative Manager Robyn Bryant, Hearings Coordinator Judy Greear and Administrative Secretary Debbie Joblonski. Minutes of the January 2008 meeting were read, edited and approved.

Handouts were distributed for review for the month of January 2008, which included the pollution, shoreline, forest practice, hydraulic, and environmental and land use appeals filed, a brief summary of all cases that have closed, and the Case Statistics Report.

#### **Appellate Update**

Chair Kathy Mix reported that there were no superior court appeals for this month.

#### **Kudos**

Chair Kathy Mix acknowledged Cassandra Noble for mediating and settling the City of Moscow v. Ecology; Hawkins Co.; Town of Colton case. Also acknowledged was Kay Brown for her role in amending WAC 371-08-330.

#### **Recruitment**

Robyn Bryant announced the recruitment notice for the Administrative Secretary position is now open. People can apply through the Department of Personnel website. It is also listed on the EHO website with a link to the Department of Personnel's website. The position will be open for approximately 2 weeks.

#### **Travel**

Chair Kathy Mix explained that the information on the cover sheets for the hearing packets is very helpful. Kathy expressed the idea of adding the flight itinerary and maps to the hotel and hearing room to the hearing packets. Also to be added are the witness lists.

## **Calendar**

Chair Kathy Mix expressed her concerns of the EHO office calendar. Kathy would like Judy, the hearing coordinator, to keep an eye on the daily calendar and remind everyone what is happening that day.

## **Strategic Plan**

The strategic plan was reviewed and the items that EHO will focus on are: conduct a customer survey, do employee evaluations, explore innovative ideas such as video conferencing, and improve the working environment. Items to be added to the plan are: our needs for potentially relocating the office and a compensation plan. The plan will again be reviewed at the March 2008 meeting.

Meeting adjourned.

Debbie Joblonski  
Administrative Secretary