

ENVIRONMENTAL HEARINGS OFFICE

Minutes of Meeting

March 11, 2008

9:00 a.m.

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

Handouts were distributed for review for the month of February 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 Judy Greear and Debbie Joblonski for keeping the office organized and on task during the very busy times of the office.

Recruitment

EHO had 18 well qualified applicants for the Administrative Secretary position. The applications have been reviewed and seven applicants were chosen to interview. Two of the applicants have waived interviews due to medical reasons. Robyn Bryant, Judy Greear and Debbie Joblonski will conduct first round interviews March 12th through March 17th.

Strategic Plan

Kathy Mix and Robyn Bryant have made edits to the strategic plan. EHO staff will review and give feedback to Robyn by the April 2008 staff meeting. The final strategic plan is due June 13th.

Website

Bill suggested that the website should undergo a “usability” review by the Department of General Administration now that the updates have been completed. This kind of study is recommended for websites by the Plain Talk group. Cassandra stated that GA might be able to undertake this effort, but did not know the extent of the study or the cost. The group thought we should make inquiry to find out the particulars and the cost and, if the cost is reasonable for what GA would do. Robyn will look into the cost.

Well Fed/Well Read

The Well Fed/Well Read program will run April 1st through April 15th. We will be collecting canned food and books for the less fortunate. Collection bins will be delivered to our office the week of March 24th.

Meeting adjourned.

Debbie Joblonski
Administrative Secretary