



**State of Washington  
PUBLIC DISCLOSURE COMMISSION**

711 Capitol Way Rm. 206, PO Box 40908 • Olympia, Washington 98504-0908  
(360) 753-1111 • FAX (360) 753-1112

**Toll Free 1-877-601-2828 • E-mail: [pdcc@pdcc.wa.gov](mailto:pdcc@pdcc.wa.gov) • Website: [www.pdcc.wa.gov](http://www.pdcc.wa.gov)**

MINUTES –Annual Retreat/Regular Meeting  
Environmental and Land Use Hearings Office  
1111 Israel Rd. SW, Suite 301  
Tumwater, Washington

9:30 a.m.  
August 21, 2014

COMMISSION MEMBERS PRESENT

Grant Degginger, Chair  
Katrina Asay, Vice Chair  
Kathy Turner, Member

STAFF PRESENT

Andrea McNamara Doyle, Executive Director  
Linda Dalton, Sr. Assistant Attorney General  
Lori Anderson, Communications & Training Officer  
James Gutholm, Chief Information Officer  
Phil Stutzman, Director of Compliance  
Tony Perkins, Acting Assistant Director  
Jana Greer, Executive Assistant

The regular meeting (annual retreat) of the Public Disclosure Commission was called to order by Commission Chair Grant Degginger at 9:35 a.m. in the Environmental Land Use Hearings Office, Tumwater, Washington.

Opening Comments

Commissioner Degginger called the meeting to order.

Citizens Comments/Concerns

No comments or concerns were expressed.

Commissioner Comments/Concerns

No comments or concerns were expressed.

Minutes

**Motion 14-137**

Moved by Commissioner Turner, seconded by Commissioner Degginger that:

**The Commission adopt the minutes of July 24, 2014 regular meeting.**

The motion passed unanimously.

F-1 Online Posting

Lori Anderson provided a summary of the past stakeholder information provided to the Commission on the topic of posting, on-line, some or all information from Personal Financial Affairs Statements (F-1 reports) filed by candidates, elected officials, certain appointed officials, and professional staff of the legislature and governor.

Stakeholders expressed concerns of having the information on-line because it could expose individuals to phishing schemes and other methods that would potentially lead to identity theft or other

compromise.

Taking these comments into consideration and the agency's need to be compliant with the State's security standards, along with current PDC staffing level/agency resources, staff presented incremental recommendations for the Commission consideration:

- Change the PDC website to more prominently show that copies of F-1 reports are available via public records requests.
- Extract certain information from state officials', legislators' and state-wide executives' F-1's and make that limited information available online. Ms. Anderson reviewed the current process staff uses to compile certain information from legislators' F-1's which by rule, the Commission must make available online.
- Once a decision is made to post F-1 information online, the Commission would set a review date to determine whether or not to increase the scope of information posted.
- At a later date, the Commission would look at the feasibility of establishing a system for members of the public to create user profiles in order to be able to view F-1's online.

Andrea McNamara Doyle noted that the PDC received an estimated 1,600 F-1 requests per year over the last three years. The vast majority of these requests are for state-wide and legislative officials' F-1's. From a policy perspective, the staff recommendation is to focus first on these types of F-1's that the public are most interested in at this time.

Commissioner Turner expressed her view that the PDC should be keeping a log of who requests copies of F-1's.

The Commission discussed how to best capture this information. On-line requestors typically provide at least their email address as an identifier.

Linda Dalton, Sr. Assistant Attorney General, will investigate whether there is any prohibition on requiring requestors to identify themselves.

Commissioner Degginger stated that making the “F-1 request” button available on the PDC website will certainly improve access to the information. This is a major improvement and improves transparency and the agency’s ability to provide information.

He thanked the staff, stating that the Commission has learned a lot during this process, and learned about what the main concerns and issues are.

Staff will design and implement the “Request an F-1” button feature for the PDC website immediately.

Ms. Anderson discussed the location best suited for the button on the website. It was decided that location would be Public Resources ⇔ Personal Financial Affairs. The request button would take the user to the public records request form to be completed.

## **Information Technology Assessment**

James Gutholm presented the results of the independent IT assessment conducted by Executive Timeslice. He discussed the current state of PDC’s IT environment, general approaches being developed in response to the recommendations and some next steps that are planned or already underway.

Mr. Gutholm discussed the need for the agency to improve enterprise architecture and better align use of technology with the business needs of the PDC. He provided information about Secure Access Washington (SAW) and explained how that or something similar could have great benefit for the PDC.

He stated that, overall, the assessment offers a good plan for the PDC and highlighted the consultants’ conclusion that although much work needs to be done with very limited resources, significant progress is achievable.

Commissioner Degginger noted that there are multiple pieces to consider including the challenges of making long-term adjustments and investments while still addressing customers’ immediate needs.

Commissioner Turner stated that the customer/user will appreciate using systems that are easier to access.

Ms. Doyle asked the Commission to determine what role they would like to have with the IT portfolio

process, in terms of reviewing and prioritizing, etc. IT-related projects undertaken by the agency. The Commission noted their preference to receive periodic updates at the commission meetings during the IT staff reports.

### **Executive Session**

The Commission went into Executive Session to discuss pending and potential litigation with legal counsel and returned at 12:10 p.m., at which time the Chair recessed the meeting for lunch.

Meeting reconvened after lunch at 1:55 p.m.

### **Budget Discussion**

Andrea McNamara Doyle presented a draft of the budget decision packages for the 2015-17 biennium. She described, for the Commission's consideration, the possible budget reductions and buy-backs staff had developed in response to the directive from OFM for Commission's consideration.

Staff asked the Commission to provide any feedback or input they would like to have reflected in the decision packages.

Commissioners Degginger and Asay asked for clarification and the reasoning behind the items contained in the proposed buy-backs.

Mr. Gutholm elaborated on the buy-back items that would assist the IT division achieve an improved operational security and effectiveness.

Commissioner Degginger stated his concerns about the prioritization of the buy-backs, noting that it would be unlikely the Commission could eliminate half its regular meetings without having to hold more special meetings.

Ms. Doyle noted that the Staff will continue to develop the options and prioritization of the decision packages until they are due to OFM on September 12, 2014.

### **Agency Request Legislation**

Andrea Doyle discussed agency request legislation for the upcoming legislative session. She reminded the Commission that the process involves the Commission making a decision as a body, and requires an affirmative vote of three commission members, to propose any changes to RCW 42.17A.

Ms. Doyle summarized the three areas that the

Commission had been considering for possible agency request legislation and explained the staff's recommendation for possible provisions to include in the bills requested by the agency:

- Re-introducing some or all of the elements in PDC-request legislation from the 2013 & 2014 sessions.
- Modifying certain personal financial affairs statement (F-1) reporting requirements.
- Modifying statutory requirements to reduce PDC operating costs.

**Motion 14-138**

Moved by Commissioner Asay, seconded by Commissioner Turner that:

**The Commission approve the proposed agency request legislation in the staff recommendations.**

The motion passed.

**Adjournment**

The meeting adjourned at 4:03 p.m.

**Approved by the Commission on September 25, 2014.**