

Capital Projects Advisory Review Board  
**Board Development Committee**

Report to CPARB  
September 12, 2024  
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**Committee Chair\Co-Chairs:**

- Robynne Thaxton
- Bill Frare

**Committee meeting dates since last CPARB meeting:**

- June 10, 2024
- July 16, 2024
- August 28, 2024

**Current Activity\Specific Issues being addressed:**

The Board Development Committee (BDC) is proposing that CPARB embark on a Strategic Planning Effort, with a focus on evaluating, in the context of RCW 39.10, the mission/vision of CPARB and PRC with the goal of improving efficiency and the use of state resources in support of CPARB/PRC, with an eye toward the next re-authorization cycle, and JLARC review. To do this CPARB needs to build awareness of the value of alternative public works contracting with the legislature through transparency and accountability.

A Strategic Planning effort can align our efforts through a framework of mission/vision statements and strategic initiatives that support the continuation of alternative public works and our role as a public works policy advisory board to the legislature.

The purpose of the BDC: to aid in candidate outreach, recruitment, improve transitioning, and educating new Board members on the roles, operating procedures, and the scope of the Board. We believe Strategic Planning falls under 'scope of the Board'.

We propose that the BDC or a workgroup under that committee take the lead and do the heavy lifting. This would be an iterative process whereby the BDC would meet frequently with a DES provided facilitator to deliberate and define proposed elements of the plan. Those elements would then be shared with the broader CPARB at regular meetings for feedback, suggestions, and final adoption.

Recognizing that this is a shift from the more routine duties of the BDC, we want to invite participants who are willing and able to invest their time in strategic planning for CPARB.

**Suggested Participants**

1. CPARB Chair/Vice Chair
2. PRC Chair/member
3. Owners
4. Contractors
5. Specialty Contractor
6. Labor
7. Design firm
8. OMWBE

We believe it is important to keep the group small and engaged, perhaps targeting 10-12 members. Also, we must be cognizant CPARB members to avoid inadvertently creating a CPARB quorum. To assist the BDC in focusing on this work we may want to suspend work on the more administrative duties of the BDC.

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**Timeline of deliverables (if any):**

- September 12, 2024 – BDC Introduce Strategic Planning proposal to CPARB and get direction to proceed.
- October 10, 2024 – BDC presents structure / plan for the development of the strategic plan.
- December 12, 2024 – CPARB Adopts Structure
- Kickoff with the full board
- 6-to-8-month iterative process
- Adoption of strategic plan summer 2025.

**Board Action needed (if any):**

1. Motion to direct BDC or workgroup to proceed with strategic planning.
2. Discussion / soliciting interest for participants.

*Reports to CPARB can be provided in one of the following ways:*

1. *Written w/o discussion (pre-read only, no time on the agenda)*
2. *Written w/discussion (pre-read with some discussion. 5-10 minutes on the agenda)*
3. *Written w/ Board Action (pre-read with an ask from the Committee 5-10 minutes on the agenda)*
4. *Verbal with presentation (may include Board Action. Mostly for reports, proposed changes to existing documents, legislation, and draft updates needing CPARB approval, etc. please include time needed on the agenda)*
5. *Verbal only (5-10 minutes on the agenda)*