

**Public Service Recognition Week (PSRW)
Meeting Minutes**

November 9, 2005

ATTENDANCE:

Sandy Brown, Liquor Control Board
Jessica Dang, Department of Revenue
Heidi Ensign, Liquor Control Board
Chana Clark, Secretary of State
Mari Coffee, Washington Lottery
Paula Gay, Office of the Insurance
Commissioner
Jeana Gillis, State Auditor's Office
Gladys Guzman, General Administration
Bonita Hill, Department of Natural Resources
Molly Hughes, Department of Social and
Health Services
Julie Lies, Washington Sentencing Guidelines
Committee

Kelly Lindseth, Community, Trade and
Economic Development
Margaret Piephoff, Interagency Committee for
Outdoor Recreation
Donna Perkins, Liquor Control Board
Jennifer Smith, Labor & Industries
Kim Tanaka, Governor's Office
Cheryl Thietje, Health Care Authority
Diane Tucker, Public Employment Relations
Committee
Derek Valley, Washington State Historical
Society
Melissa VanGorkom, Washington State Patrol
Tracy Workman, Secretary of State

WELCOME AND INTRODUCTIONS

Chana Clark called the meeting to order, and welcomed all attendees. She then presented the PSRW Overview PowerPoint presentation, and gave some of the history of the event. Emphasis was put on the PSRW Reps being "hand picked", and chosen for this event by the director of each agency and institution of higher education represented. Chana also said that any time a rep has to miss a meeting, the minutes are sent out as soon after the meeting as possible.

Chana went over all the committees and briefly touched on the responsibilities of each, and said that each committee will be formed at the next meeting.

Tracy Workman commented that the reason for the presentation in PowerPoint was to give the new reps an idea of what PSRW is, what happened in past years, and to refresh those who are previously involved.

Chana then passed out the 2005-2006 schedule of meetings, and said that January 11, 2006, is when co- chairs Secretary of State Sam Reed and State Auditor Brian Sonntag are here for the group picture with the area PSRW reps.

There was a question regarding fund raising, and how to go about this. Chana said that the events are formed solely from donations. This is a concern for those starting up and will be discussed in more detail with the groups outside Olympia as they plan their events.

A theme for this year's PSRW will be discussed over the next couple meetings. The theme's of the last two years were 'Leading the Way,' and "Above and Beyond.'

To increase volunteers and participation, Tracy mentioned that the Department of Health's (DOH) representative came to the PSRW meetings, then went back to hold her own meetings with volunteers. This idea worked very well, and she had several staff who helped with DOH booths at area celebrations and worked on the Tri-Cities celebration.

It was noted that internal service award recognition and PSRW is confusing in some areas. Tracy mentioned that the difference is that service awards are internal and just that, service awards. PSRW focuses on recognition of employees who have had successes throughout the year, chosen by their peers or if their state service exceeded 35 years.

Tracy stated that Productivity Board (PB) staff sends out PSRW announcements and information to the reps to make the distinction between the two is all about the reps educating their staff and distinctively separating the two.

Chana said for example, the Extra Mile Award is recognition from an employees' peer. Because it is such a personal award, the committee that coordinates this award takes it very seriously and spends time on it.

Comment was made that some employees in the outlying areas may have no way of hearing about an event in their area. Chana said that again, it is up to the reps close to those areas to get the word out. The reps in each area or the ones who represent larger agencies are encouraged to tap in to their field office staff for further assistance. Additionally, PB staff can make sure smaller agencies that benefit all employees/citizens can be displayed at each event.

Chana asked if there were any more questions, and since there were no further questions, the meeting was adjourned.

The next meeting is December 7th from 9:00 to 10:00 in the Washington State Library Building.