



**PRODUCTIVITY BOARD**  
6880 Capitol Boulevard / PO Box 40244  
Olympia, WA 98504-0244  
Tel: 360.704.5203  
Fax: 360.704.7830  
TTY: 360.664.0515  
[www.secstate.wa.gov](http://www.secstate.wa.gov)

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

April 27, 2005

**ATTENDANCE:**

Michelle Fisher, Department of Social & Health Services  
Tracy Robinson, Office of the Attorney General  
Linda Brock, Liquor Control Board  
Paula Gay, Office of the Insurance Commissioner  
Chana Clark, Office of the Secretary of State/Productivity Board  
Suzanne Lewis, Liquor Control Board  
Kim Zuchlewski, Department of Licensing  
Robbi Mettler-Stern, Liquor Control Board  
Mari Coffee, Lottery Commission  
Cheryl Thietje, Health Care Authority  
Lonni Rickard, Office of the Secretary of State/Productivity Board  
Sherry Gutweiler, Liquor Control Board

Jessica Collazo, Department of Revenue  
Cindy Hadfield, Department of Transportation  
Melissa Van Gorkom, Washington State Patrol  
Bobbi Hudson, Department of Retirement Systems  
Jane Berube, Department of Health  
Diane Tucker, Public Employees Relations Committee  
Bonita Hill, Department of Natural Resources  
Maria Rosario-Saavedra, Department of Corrections  
Tracy Workman, Office of the Secretary of State/Productivity Board

**WELCOME AND INTRODUCTIONS**

Chana Clark called the meeting to order, and welcomed all attendees. She then gave a brief update on the PSRW events in the outlying areas, saying Programs have been done for Tacoma and Spokane, and were sent out.

**COMMITTEE REPORTS**

- **Celebration Committee** –. Suzanne Lewis, Chair, reported everything is on track, and confirmed. There are 20 agencies so far, and 6 vendors who are signed up for displays; all the details for the food is all set up, there will be 1200 hotdogs and 100 extras that PSRW will have to purchase; Costco is supplying pop and water again this year; the Talent Show has 10 entries, and judges are ready. Suzanne said that if

anyone wants to volunteer to help, there are still a number of areas, and that increments of an hour will be used, so that those helping can attend some of the event. Suzanne also said she is in the process of putting together the script, and needs a biography for Governor Gregoire. Chana Clark is working with the Governor's office to get a brief and will get it to Suzanne by Friday. Suzanne reported the cookies will be delivered to the Department of Corrections Headquarters downtown, and needs a volunteer to get them. We also need volunteers to help in this area, also will help get the ice for the pop and water. The National Anthem will be sung by "Chain Reaction" and the Washington State Patrol Color Guard will display the colors.

- **Extra Mile Award Committee** – Diane Tucker reported that the agencies of the Extra Mile Award winners are being notified. They have almost all confirmed for presentations at area events and internal recognition. They plan to release the winners names to the media mid May. All area events will recognize a winner this year.
- **Ralph Munro Longevity Award Committee** – Cindy Hadfield reported that the winner will not likely attend the Olympia celebration, but are hoping for a family member to accept the award on their behalf. It was reported that a couple names will have to be covered on the banner due to last minute discovery of ineligibility. Brochures were printed for the mail out and will also be displayed at the Olympia event. Chana will send the brochure to all areas for their events as well.
- **Media Relations Committee** – Bobbi Hudson reported that linking all the names for Extra Mile, Longevity, and Poster to our website would be a good idea. The committees will send in their lists for posting to the Secretary of State's website.
- **Poster Coloring Contest Committee** – Melissa Van Gorkom and Mari Coffee reported Arts Walk went really well with even more space at the bank to display the posters. They were hung on butcher paper with suction cups and received lots of exposure. PB will hang them on their tent on May 4<sup>th</sup>.

## **MISCELLANEOUS/OTHER BUSINESS**

An inhouse list of purchases will be created by PB staff and Suzanne, including 100 more hotdogs.

There are two agencies who need electricity and GA is aware.

Arrangements with Jolene Gilous, DOC security, for our volunteers to pick up the cookies is done. There are 13 boxes of 100 with one traveling to Tri-Cities.

DNR will pass out seed packets, courtesy of John Trobaugh.

The next meeting will be June 8, 2005 at 9 am in the State Library Building, to wrap things up and discuss recommendations and changes for next year.

There being no further business, the meeting was adjourned.