



STATE OF WASHINGTON

ARCHIVES ADVISORY COMMITTEE

PO Box 40238 • Olympia, Washington 98504-0238 • (360) 586-4900

MEETING MINUTES

May 23, 2024 – 2:30 p.m.

Online via Microsoft Teams

Members Present: Stephanie Milne-Lane (Chair), Sound Transit; Heather Hirotaka, State Archivist; Marianne Nichols, Pend Oreille County Auditor & Washington Association of County Officials (WACO); Vicky Dalton, Spokane County Auditor; Spencer Ryan, Thurston County; Jennifer Richter, Yakima County; Sheila Gall, Association of Washington Cities (AWC); Heather Kintzley, City of Richland

Members Absent: Danielle Anderson, King County Court Administrator; Randy Bolerjack, Deputy Secretary of State; Rick Gregory, Bellevue School District; Charles Ross, Yakima County Auditor; Hannah Soukup, King County Archivist; Jennifer Wallace, Washington Association of County Officials (WACO); Stacy Henthorn, Whatcom County;

Archives Staff Present: Terry Badger; June Timmons; Sarah Dana; Janette Gomes; Robert Perret; Patrick Williams; Russell Wood; Scott Sackett; Jaime Ganzel; Rachel Wilson; Sean Reichard; Bonnie Hood; Hannah Kolesar

I. ROUTINE ITEMS

- A. **Call to Order:** Stephanie Milne-Lane, Chair of the Committee, called the meeting to order at 2:30 p.m.
- B. **Committee Roll Call:** The committee took a roll call.
- C. **Introduction of Archives Staff:** Archives staff were introduced.
- D. **Adoption of Today's Agenda:** Nichols moved to adopt the May 23, 2024 agenda as submitted, which was seconded by Kintzley.
Resolution: Motion carried.

II. NEW BUSINESS

A. Administrative Error with Local Records Grant Applications for 2024-25

- **Background:** Russell Wood explained that an administrative error had been caught that affected several of the grant application scores. He shared his screen and displayed a spreadsheet with the affected applications highlighted. Wood said that, while several of the application scores were affected, their overall position, either above or below the line, was not affected, except for five agencies: City of Roy and Wahkiakum County Auditor were moved below the line, Fife School District No. 417 and Cascadia Conservation District were moved above the line, and another agency was now filling the alternate spot that had been filled by Fife School District No. 417. Bonnie Hood clarified that it was City of Quincy that was now in the second alternate spot. Wood said that, because City of Roy and Wahkiakum County were approved for grants at the May 2nd meeting, and had been offered grants, post meeting, there was no proposal to change that decision; instead the proposal was to offer grants to the two agencies that had been below the line during the May 2nd meeting, Fife School

District No. 417, and Cascadia Conservation District No. 417, and to include City of Quincy as an alternate.

- **Committee discussion:** Milne-Lane asked if, given the budget, awarding two more grants would be financially possible, which other AAC members agreed was of concern. Hood said that this had been discussed, and it was agreed that the additional funding would not create a financial hardship for the State Archives. Vicky Dalton said that errors like this happen, it didn't change her opinion of the Local Records Grant Program, and she appreciated that the proposal was fair to all the involved applicants, rather than the alternative of walking back grants that had since been offered. Sheila Gall said that it was an easy error to make, because looking at the data in the spreadsheet, there wasn't a noticeable difference between the reviewers' scores. Dalton asked whether there were any concerns about City of Roy and Wahkiakum County's ability to successfully complete their grant projects, given that they were now below the line. Hood said that the Records Consultants assigned to those two grantees would provide guidance and advice to the agencies, in order to assist in their ability to be successful. Hood also mentioned that both applicants were ones that Dalton had had questions about during the May 2nd meeting, so her questioning had been valid. Hirotaka complimented Wood and Hood on the work they had done, together, in response to the administrative error.
- **Committee recommendations:** Milne-Lane put the previously decided motion into the chat for everyone to read: 'This motion recognizes and affirms the previous motion made to approve the list as drafted for the first 25 applicants, through line 26, with the option of lines 28 and 29 operating as an alternates, if one of the approved grantees was not able to accept their grant, as motioned and approved at the May 2nd, 2024 meeting, and adds the agencies listed in lines 36 and 46 as additional recipients of grant funding, due to an administrative error.' Hood clarified that the first part of the motion was word for word identical to the motion made at the May 2nd meeting, with the addition of wording to include lines 36 and 46, City of Roy and Wahkiakum County. Dalton moved to approve the motion and Gall seconded it.
- **Resolution:** Motion carried.

III. NEXT MEETING – TBA

IV. ADJOURNMENT

The meeting was adjourned at 2:43 p.m. by the Chair.

CERTIFICATION OF MINUTES OF THE ARCHIVES ADVISORY COMMITTEE MEETING:

I, Stephanie Milne-Lane, Chair of the Archives Advisory Committee, certify that the above is a true and correct transcript of the minutes of a public meeting of the Archives Advisory Committee of the Secretary of State, Archives and Records Management Division, held online using the Archives' Teams meeting application on May 23, 2024, and that the public meeting was duly called and held in all respects in accordance with the laws of the State of Washington.

Chair Signature

Date