

## Kendig, Megan (OFM)

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**From:** Mickelson, Lori (ACB)  
**Sent:** Tuesday, May 02, 2017 2:13 PM  
**To:** OFM Budget  
**Cc:** Satterlund, Charles (ACB)  
**Subject:** ACB-165 Contingency Planning For State Agency Operations  
**Attachments:** ACB-165\_Updated\_Contingency\_Plan.pdf

Hello,

I am sending you an updated Contingency Plan for our Agency on behalf of Charles Satterlund, the Executive Director.

If you have any questions, please feel free to contact me.

Thank you,

*Lori Mickelson*

*Chief Administration Officer*

*Washington State Board of Accountancy*

*Phone: 360-586-0784*

*Fax: 360-664-9190*

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*The Board has implemented an electronic newsletter. Please [Signup for our agency's newsletter](#).*

*Advisory: Please be advised the Washington State Board of Accountancy is required to comply with the Public Records Act Chapter 42.56 RCW. This act establishes a strong state mandate in favor of disclosure of public records. As such, the information you submit to the board, including personal information, may ultimately be subject to disclosure as a public record.*



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May 3, 2017

Dear Mr. Schumacher:

Thank you for your letter dated April 25, 2017 requesting any necessary updates to our contingency plan submitted to your agency on June 17, 2013.

I have reviewed this document and would like to provide an update due to a change in administration within our agency.

In answer to the four questions regarding the categories of services provided by our agency the following is provided:

1. Services funded by appropriations in the enacted transportation budget.

*Our agency receives no appropriations related to the transportation budget.*

2. Services that do not require appropriation, such as from non-appropriated funds.

*All of our funds are appropriated.*

3. Services that must be continued based on certain constitutional mandates and federal law, with the caveat that agencies will consult their assigned assistant attorney general for clarification.

*None.*


4. Services necessary for the immediate response to issues of public safety or to avoid catastrophic loss of state property.

*As thoroughly explained by my predecessor, the agency has a public protection mission related to the enforcement of the Public Accountancy Act RCW 18.04. Cessation of operations has the potential to negatively impact the public, and may result in economic harm to private business or the state.*

In addition, we will evaluate our contracts and provide notice of a possible agency closure to those impacted.

Please let me know if you have any additional questions or concerns. I can be contacted directly at (360) 586-0785

Regards,

  
Charles Satterlund, CPA  
Executive Director

