Introduction

The 2007 BOARDS AND COMMISSIONS REPORT provides basic information about boards, commissions, and committees in state government. Required by state law, this report is intended to help promote legislative and executive oversight of these organizations. This is the fifteenth biennial edition of the publication.

In 2007, 299 state agencies, boards, and commissions prepared and submitted information for this report to the Office of Financial Management (OFM), in accordance with RCW 43.88.500-515. OFM is responsible for compiling and publishing the information it receives each biennium. The reporting instructions provided by OFM to agencies are included.

Agencies must provide information for permanent and temporary, statutory and non-statutory boards, commissions, councils, and committees established by the executive, legislative, or judicial branches of state government. These include planning and advisory bodies, organizations that engage in research and promotional activities, and licensing, regulatory or quasi-judicial groups. Only groups whose members are eligible to receive travel expenses must be reported.

Most of the 299 entities operate in conjunction with or under the auspices of a state agency, which is herein identified. All of the forms include the name of the person who reported on behalf of the organization. This certifying official is the best contact for further information related to that entity.
**Number of Reporting Boards & Commissions by Year**

1979: 382
1981: 335
1983: 389
1985: 407
1987: 371
1989: 447
1991: 415
1993: 569
1995: 474
1997: 381
1999: 335
2001: 391
2003: 394
2005: 432
2007: 299

**Actual Operating Expenses**

<table>
<thead>
<tr>
<th>2005-07 Biennium</th>
<th>Actual Operating Expenses</th>
<th>Number of Boards &amp; Commissions</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0 to $10,000</td>
<td>27%</td>
<td>109</td>
</tr>
<tr>
<td>$10,001 to $50,000</td>
<td>36%</td>
<td>78</td>
</tr>
<tr>
<td>$50,001 to $100,000</td>
<td>11%</td>
<td>32</td>
</tr>
<tr>
<td>$100,001 to $250,000</td>
<td>26%</td>
<td>80</td>
</tr>
</tbody>
</table>

**Number of Meetings**

<table>
<thead>
<tr>
<th>2005-07 Biennium</th>
<th>Number of Meetings</th>
<th>Number of Boards &amp; Commissions</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 meetings or less</td>
<td>8%</td>
<td>33</td>
</tr>
<tr>
<td>3 to 12 meetings</td>
<td>19%</td>
<td>184</td>
</tr>
<tr>
<td>13 to 24 meetings</td>
<td>11%</td>
<td>58</td>
</tr>
<tr>
<td>25 or more meetings</td>
<td>62%</td>
<td>25</td>
</tr>
</tbody>
</table>
2007 BOARDS AND COMMISSIONS REPORT
REPORTING INSTRUCTIONS

See RCW 43.88.500-515 for statutory requirements.

General Instructions:
Please complete one form for each board and commission in existence at any time between July 1, 2006 and June 30, 2007. Please double-check the information prior to submittal – agencies are accountable for the accuracy of information submitted. If you have questions, please call Patsy Ellis at 306-902-0641.

Is our board, commission, council, committee, task force, panel, authority, or other body required to fill out this form?
ALL permanent or temporary, statutory or non-statutory bodies established by any branch of government and whose members are eligible to receive travel expenses for their meetings must fill out this form. For the purposes of these instructions, we’ll use “board” to mean any body covered under this definition.

Please don’t use acronyms.

Official or Agency to Which Board Reports:
Boards that are freestanding agencies and don’t report to another agency should list themselves as the agency to which the board reports.

Boards that are advisory to a director or secretary of a department should fill in the title of the agency of that director or secretary.

Year created: The year in which the board or its predecessor was formed.

Number of members: The number of members constituting the board. This does not include administrative support staff.

Number of meetings held: The number of meetings conducted during the previous biennium. If a meeting lasted more than one full day, count each day of the meeting as a separate meeting.

Legal authorization: Give the actual statutory or other citation (like a WAC or executive order) that authorizes the work of the board. Indicate whether the authority is specific in creating that particular board or simply gives an agency director general authority to create committees.

Appointing authority: Please list the titles of the official(s) or agencies that appoint the members of the board (for example, Governor, Speaker of the House, Secretary of Health, Attorney General, Superintendent of Public Instruction, local government, newspaper association, etc.). Please do not use acronyms. If more than one appointing authority appoints members, please indicate in parentheses the number appointed by each (for example, Governor (3) and SPI (2)).

Summary of primary responsibilities: Provide a brief summary of what the board’s responsibilities are. Please do not include the history of the board, how or why it came into existence, or its value.

What are the different compensation classes?
CLASS ONE: Any part-time board which functions primarily in an advisory, coordinating, or planning capacity.

CLASS TWO: Any agricultural commodity established pursuant to RCW Title 15 or 16. Members of class two boards are eligible to receive up to $100 for each day during which the member attends an official meeting of the group or performs official duties approved by the board chair.

CLASS THREE: Any part-time, statutory board that either: has rule-making authority, performs quasi judicial functions, has responsibility for the administration or policy direction of a state agency or program, or performs
regulatory or licensing functions with respect to a specific profession, occupation, business, or industry. Members of a class three board are eligible to receive up to $50 for each day during which the member attends an official meeting of the group or performs official duties approved by the board chair.

CLASS FOUR: Any part-time, statutory board that:
- Has rule-making authority, performs quasi-judicial functions, or has responsibility for the administration or policy direction of a state agency or program;
- Has duties that are deemed by the legislature to be of overriding sensitivity and importance to the public welfare and the operation of state government; and
- Requires service from its members representing a significant demand on their time that is normally in excess of one hundred hours of meeting time per year.

Members of a class four board are eligible to receive up to $100 for each day during which the member attends an official meeting of the group or performs official duties approved by the board chair.

CLASS FIVE: Any part-time board that has rule-making authority, performs quasi-judicial functions, has responsibility for the policy direction of a health profession credentialing program, and performs regulatory and licensing functions with respect to a health care profession licensed under Title 18 RCW shall be identified as a class five group for purposes of compensation. Members of a class five board are eligible to receive up to $250 for each day during which the member attends an official meeting of the group or performs official duties approved by the board chair.

What do you mean by operating costs?

Operating costs include:
- salaries and benefits for board members (if any);
- salaries and benefits for supporting staff;
- travel and per diem;
- meeting room rental;
- office space;
- equipment, goods and services used in support of the board;
- legal services;
- any other services used by the board; and
- any other administrative expenses of the board.

Operating costs do not include:
- the cost of the program that the board administers, guides, or advises;
- the cost of investigators or inspectors for licensing programs;
- staff time to review grant applications (other than presenting advice on grant applications to the board); or
- any other expenses not related to administration and operation of the board itself.

Fund Source: Identify the source of funding; for example, GF State, GF Federal, Health Professions Account, Air Pollution Control Account).

Please identify the agency that would be the most likely candidate to assume the board’s duties. Please do your best to identify that body, and do not leave this section blank.

Certification: When completed, each submittal should be filed electronically with OFM. The name of the person on the last line will indicate the person who is responsible for accurate transmittal of all information.