



# 2013 BOARDS AND COMMISSIONS REPORT REPORTING INSTRUCTIONS

The Legislature directed the Office of Financial Management (OFM) to submit a list of the boards, commissions, councils, and committees established by the executive, legislative, or judicial branches of state government every two years.

OFM is to collect from agencies the following information:

- legal authorization for the creation of the group;
- number of members on the group, the appointing authority, and the agency to which the group reports;
- the number of meetings held;
- a brief summary of the group's primary responsibilities;
- the estimated cost of operating the group; and
- the source of funding for the group.

[See [RCW 43.88.505](#) and [RCW 43.88.515](#) for reference.]

## **Is our board, commission, council, committee, task force, panel, authority, or other body required to fill out the form?**

**ALL** permanent or temporary, statutory or non-statutory bodies established by any branch of state government and whose members are eligible to receive travel expenses for their meetings must provide information for this report. For the purposes of these instructions, "board" is used to mean any body covered under this definition.

### **General Instructions:**

Please use the attached Word form to submit your board's information to [ofm.2013B&CReport@ofm.wa.gov](mailto:ofm.2013B&CReport@ofm.wa.gov). Do not use acronyms and verify the information is correct before submitting to OFM. Agencies are responsible for the accuracy of the data submitted. **When submitting your report please save with the title of your Board or Commission (Ex: Affordable Housing Advisory Board.doc).**

We have provided guidance below on the information requested. If you have questions, you can email the mailbox referenced above.

**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 an agency director or secretary 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:** 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.

**Citation/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 authority appoints members, please indicate in parentheses the number appointed by each – for example, Governor (3) and OSPI (2).

**Summary of Primary Responsibilities:** Provide a brief summary of the board's responsibilities. 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 is meant by operating costs?**

Operating costs include:

- salaries and benefits for board members (if any)
- salaries and benefits for supporting staff (including part-time or full-time agency 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
- 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)
- any other expenses not related to the administration and operation of the board itself.

**Fund Source:** Identify the source of funding (i.e., General Fund-State, General Fund-Federal, Health Professions Account, Air Pollution Account).

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

**Certification:** This field indicates the person who is responsible for the accurate transmittal of the information for the board. When completed, please send your board's information to OFM at [ofm.2013B&CReport@ofm.wa.gov](mailto:ofm.2013B&CReport@ofm.wa.gov).