

**WSR 13-21-100
RULES OF COURT
STATE SUPREME COURT**

[October 18, 2013]

IN THE MATTER OF THE ADOPTION) ORDER
OF GR 31.1 - ACCESS TO ADMINIS-) NO. 25700-A-1037
TRATIVE RECORDS)

The Board for Judicial Administration having recommended the adoption of a new GR 31.1 (originally proposed as GR 31A); and

The Court having considered the rule, the testimony received at a public hearing, and three publications for written comments; and

The Court having determined that the proposed rule will aid in the prompt and orderly administration of justice;

Now, therefore, it is hereby

ORDERED:

(a) That the new rule as shown below is adopted and will be published in the Washington Reports.

(b) The new rule does not become effective until after necessary steps of implementation and training have been completed. The rule will go into effect on a future date to be determined by the Supreme Court based upon a recommendation from the Board for Judicial Administration.

DATED at Olympia, Washington this 18th day of October, 2013.

	Madsen, C.J.
C. Johnson, J.	Owens, J.
Fairhurst, J.	J. M. Johnson, J.
Stephens, J.	Wiggins, J.
Gonzalez, J.	Gordon McCloud, J.

**NEW RULE
GENERAL RULES (GR)**

Rule 31.1 - Access to Administrative Records

GENERAL PRINCIPLES

(a) Policy and Purpose. Consistent with the principles of open administration of justice as provided in article I, section 10 of the Washington State Constitution, it is the policy of the judiciary to facilitate access to administrative records. A presumption of access applies to the judiciary's administrative records. Access to administrative records, however, is not absolute and shall be consistent with exemptions for personal privacy, restrictions in statutes, restrictions in court rules, and as required for the integrity of judicial decision-making. Access shall not unduly burden the business of the judiciary.

(b) Overview of Public Access to Judicial Records. There are three categories of judicial records.

(1) Case records are records that relate to in-court proceedings, including case files, dockets, calendars, and the like. Public access to these records is governed by GR 31, which refers to these records as "court records," and not by

this GR 31.1. Under GR 31, these records are presumptively open to public access, subject to stated exceptions.

(2) Administrative records are records that relate to the management, supervision, or administration of a court or judicial agency. A more specific definition of "administrative records" is in section (i) of this rule. Under section (j) of this rule, administrative records are presumptively open to public access, subject to exceptions found in sections (j) and (l) of this rule.

(3) Chambers records are records that are controlled and maintained by a judge's chambers. A more specific definition of this term is in section (m) of this rule. Under section (m), chambers records are not open to public access.

PROCEDURES FOR ADMINISTRATIVE RECORDS

(c) Procedures for Records Requests.

(1) COURTS AND JUDICIAL AGENCIES TO ADOPT PROCEDURES. Each court and judicial agency must adopt a policy implementing this rule and setting forth its procedures for accepting and responding to administrative records requests. The policy must include the designation of a public records officer and must require that requests for access be submitted in writing to the designated public records officer. Best practices for handling administrative records requests shall be developed under the authority of the Board for Judicial Administration.

COMMENT: When adopting policies and procedures, courts and judicial agencies will need to carefully consider many issues, including the extent to which judicial employees may use personally owned computers and other media devices to conduct official business and the extent to which the court or agency will rely on the individual employee to search his or her personally owned media devices for documents in response to a records request. For judicial officers and their chambers staff, documents on personal media devices may still qualify as chambers records, see section (m) of this rule.

(2) PUBLICATION OF PROCEDURES FOR REQUESTING ADMINISTRATIVE RECORDS. Each court and judicial agency must prominently publish the procedures for requesting access to its administrative records. If the court or judicial agency has a website, the procedures must be included there. The publication shall include the public records officer's work mailing address, telephone number, fax number, and e-mail address.

(3) INITIAL RESPONSE. Each court and judicial agency must initially respond to a written request for access to an administrative record within five working days of its receipt, but for courts that convene infrequently no more than 30 calendar days, from the date of its receipt. The response shall acknowledge receipt of the request and include a good-faith estimate of the time needed to respond to the request. The estimate may be later revised, if necessary. For purposes of this rule, "working days" mean days that the court or judicial agency, including a part-time municipal court, is open.

(4) COMMUNICATION WITH REQUESTER. Each court and judicial agency must communicate with the requester as necessary to clarify the records being requested. The court or judicial agency may also communicate with the requester in

an effort to determine if the requester's need would be better served with a response other than the one actually requested.

(5) **SUBSTANTIVE RESPONSE.** Each court and judicial agency must respond to the substance of the records request within the timeframe specified in the court's or judicial agency's initial response to the request. If the court or judicial agency is unable to fully comply in this timeframe, then the court or judicial agency should comply to the extent practicable and provide a new good faith estimate for responding to the remainder of the request. If the court or judicial agency does not fully satisfy the records request in the manner requested, the court or judicial agency must justify in writing any deviation from the terms of the request.

(6) **EXTRAORDINARY REQUESTS LIMITED BY RESOURCE CONSTRAINTS.** If a particular request is of a magnitude that the court or judicial agency cannot fully comply within a reasonable time due to constraints on the court's or judicial agency's time, resources, and personnel, the court or judicial agency shall communicate this information to the requester. The court or judicial agency must attempt to reach agreement with the requester as to narrowing the request to a more manageable scope and as to a timeframe for the court's or judicial agency's response, which may include a schedule of installment responses. If the court or judicial agency and requester are unable to reach agreement, then the court or judicial agency shall respond to the extent practicable and inform the requester that the court or judicial agency has completed its response.

(7) **RECORDS REQUESTS THAT INVOLVE HARASSMENT, INTIMIDATION, THREATS TO SECURITY, OR CRIMINAL ACTIVITY.** A court or judicial agency may deny a records request if it determines that: the request was made to harass or intimidate the court or judicial agency or its employees; fulfilling the request would likely threaten the security of the court or judicial agency; fulfilling the request would likely threaten the safety or security of judicial officers, staff, family members of judicial officers or staff, or any other person; or fulfilling the request may assist criminal activity.

(d) Review of Records Decision.

(1) **NOTICE OF REVIEW PROCEDURES.** The public records officer's response to a public records request shall include a written summary of the procedures under which the requesting party may seek further review.

(2) **DEADLINE FOR SEEKING INTERNAL REVIEW.** A record requester's petition under section (d)(3) seeking internal review of a public records officer's decision must be submitted within 90 days of the public records officer's decision.

(3) **INTERNAL REVIEW WITHIN COURT OR AGENCY.** Each court and judicial agency shall provide a method for review by the judicial agency's director, presiding judge, or judge designated by the presiding judge. For a judicial agency, the presiding judge shall be the presiding judge of the court that oversees the agency. The court or judicial agency may also establish intermediate levels of review. The court or judicial agency shall make publicly available the applicable forms. The review proceeding is informal and summary. The review proceeding shall be held within five working days, but for courts that convene infrequently no more than 30 calendar days, from the date the court or agency receives the request for review. If that is not reasonably possible, then within five

working days the review shall be scheduled for the earliest practical date.

(4) **EXTERNAL REVIEW.** Upon the exhaustion of remedies under section (d)(3), a record requester aggrieved by a court or agency decision may obtain further review by choosing between the two alternatives set forth in subsections (i) and (ii) of this section (d)(4).

(i) **REVIEW VIA CIVIL ACTION IN COURT.** The requesting person may use a judicial writ of mandamus, prohibition, or certiorari to file a civil action in superior court challenging the records decision.

COMMENT: Subsection (i) does not create any new judicial remedies, but merely recognizes existing procedures for initiating a civil action in court.

(ii) **INFORMAL REVIEW BY VISITING JUDGE OR OTHER OUTSIDE DECISION MAKER.** The requesting person may seek informal review by a person outside the court or judicial agency. If the requesting person seeks review of a decision made by a court or made by a judicial agency that is directly reportable to a court, the outside review shall be by a visiting judicial officer. If the requesting person seeks review of a decision made by a judicial agency that is not directly reportable to a court, the outside review shall be by a person agreed upon by the requesting person and the judicial agency. In the event the requesting person and the judicial agency cannot agree upon a person, the presiding superior court judge in the county in which the judicial agency is located shall either conduct the review or appoint a person to conduct the review. The review proceeding shall be informal and summary. The decision resulting from the informal review proceeding may be further reviewed in superior court pursuant to a writ of mandamus, prohibition, or certiorari. Decisions made by a judge under this subsection (ii) are part of the judicial function.

(iii) **DEADLINE FOR SEEKING EXTERNAL REVIEW.** A request for external review must be submitted within 30 days of the issuance of the court or judicial agency's final decision under section (d)(3).

(e) Monetary Awards Not Allowed. Attorney fees, costs, civil penalties, or fines may not be awarded under this rule.

(f) Persons Who Are Subjects of Records.

(1) Unless otherwise required or prohibited by law, a court or judicial agency has the option of notifying a person named in a record or to whom a record specifically pertains, that access to the record has been requested.

(2) A person who is named in a record, or to whom a record specifically pertains, may present information opposing the disclosure to the applicable decision maker under sections (c) and (d).

(3) If a court or judicial agency decides to allow access to a requested record, a person who is named in that record, or to whom the record specifically pertains, has a right to initiate review under subsections (d)(3)-(4) or to participate as a party to any review initiated by a requester under subsections (d)(3)-(4). If either the record subject or the record requester objects to informal review under subsection (d)(4)(ii), such alternative shall not be available. The deadlines that apply to a requester apply as well to a person who is a subject of a record.

(g) Court and Judicial Agency Rules. Each court may from time to time make and amend local rules governing access to administrative records not inconsistent with this rule. Each judicial agency may from time to time make and amend agency rules governing access to its administrative records not inconsistent with this rule.

(h) Charging of Fees.

(1) A fee may not be charged to view administrative records.

(2) A fee may be charged for the photocopying or scanning of administrative records. If another court rule or statute specifies the amount of the fee for a particular type of record, that rule or statute shall control. Otherwise, the amount of the fee may not exceed the amount that is authorized in the Public Records Act, Chapter 42.56 RCW.

(3) The court or judicial agency may require a deposit in an amount not to exceed the estimated cost of providing copies for a request. If a court or judicial agency makes a request available on a partial or installment basis, the court or judicial agency may charge for each part of the request as it is provided. If an installment of a records request is not claimed or reviewed within 30 days, the court or judicial agency is not obligated to fulfill the balance of the request.

(4) A fee not to exceed \$30 per hour may be charged for research services required to fulfill a request taking longer than one hour. The fee shall be assessed from the second hour onward.

COMMENT: The authority to charge for research services is discretionary, allowing courts to balance the competing interests between recovering the costs of their response and ensuring the open administration of justice. The fee should not exceed the actual costs of response.

(5) A court or judicial agency may require prepayment of fees.

APPLICATION OF RULE FOR ADMINISTRATIVE RECORDS

This rule applies to all administrative records, regardless of the physical form of the record, the method of recording the record, or the method of storage of the record.

(i) Definitions.

(1) "Access" means the ability to view or obtain a copy of an administrative record.

(2) "Administrative record" means a public record created by or maintained by a court or judicial agency and related to the management, supervision, or administration of the court or judicial agency.

COMMENT: The term "administrative record" does not include any of the following: (1) "court records" as defined in GR 31; (2) chambers records as set forth later in this rule; or (3) an attorney's client files that would otherwise be covered by the attorney-client privilege or the attorney work product privilege.

(3) "Court record" is defined in GR 31.

(4) "Judge" means a judicial officer as defined in the Code of Judicial Conduct (CJC) Application of the Code of Judicial Conduct Section (A).

(5) "Public" includes an individual, partnership, joint venture, public or private corporation, association, federal, state, or local governmental entity or agency, however consti-

tuted, or any other organization or group of persons, however organized.

(6) "Public record" includes any writing, except chambers records and court records, containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by any court or judicial agency regardless of physical form or characteristics. "Public record" also includes metadata for electronic administrative records.

COMMENT: See O'Neill v. City of Shoreline, 170 Wn.2d 138, 240 P.3d 1149 (2010) (defining "metadata").

(7) "Writing" means handwriting, typewriting, printing, photostating, photographing, and every other means of recording any form of communication or representation including, but not limited to, letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, motion picture, film and video recordings, magnetic or punched cards, discs, drums, diskettes, sound recordings, and other documents including existing data compilations from which information may be obtained or translated.

COMMENT: E-mails and telephone records are included in this broad definition of "writing."

(j) Administrative Records—General Right of Access.

Court and judicial agency administrative records are open to public access unless access is exempted or prohibited under this rule, other court rules, federal statutes, state statutes, court orders, or case law. To the extent that records access would be exempt or prohibited if the Public Records Act applied to the judiciary's administrative records, access is also exempt or prohibited under this rule. To the extent that an ambiguity exists as to whether records access would be exempt or prohibited under this rule or other enumerated sources, responders and reviewing authorities shall be guided by the Public Records Act, Chapter 42.56 RCW, in making interpretations under this rule. In addition, to the extent required to prevent a significant risk to individual privacy or safety interests, a court or judicial agency shall delete identifying details in a manner consistent with this rule when it makes available or publishes any public record; however, in each instance, the justification for the deletion shall be provided fully in writing.

(k) Entities Subject to Rule.

(1) This rule applies to the Supreme Court, the Court of Appeals, the superior courts, the district and municipal courts, and the following judicial branch agencies:

(i) All judicial organizations that are overseen by a court, including entities that are designated as agencies, departments, committees, boards, commissions, task forces, and similar groups;

(ii) The Superior Court Judges' Association, the District and Municipal Court Judges' Association, and similar associations of judicial officers and employees; and

(iii) All subgroups of the entities listed in this section (k)(1).

COMMENT: The elected court clerks and their staff are not included in this rule because (1) they are covered by the Public Records Act and (2) they do not generally maintain the judiciary's administrative records that are covered by this rule.

(2) This rule applies to the Washington State Office of Civil Legal Aid and the Washington State Office of Public Defense.

(3) This rule does not apply to the Washington State Bar Association. Public access to the Bar Association's records is governed by [a proposed General Rule 12.4, pending before the Supreme Court].

(4) A judicial officer is not a court or judicial agency.

COMMENT: This provision protects judges and court commissioners from having to respond personally to public records requests. Records requests would instead go to the court's public records officer.

(5) An attorney or entity appointed by a court or judicial agency to provide legal representation to a litigant in a judicial or administrative proceeding does not become a judicial agency by virtue of that appointment.

(6) A person or entity entrusted by a judicial officer, court, or judicial agency with the storage and maintenance of its public records, whether part of a judicial agency or a third party, is not a judicial agency. Such person or agency may not respond to a request for access to administrative records, absent express written authority from the court or judicial agency or separate authority in court rule to grant access to the documents.

COMMENT: Judicial e-mails and other documents sometimes reside on IT servers, some are in off-site physical storage facilities. This provision prohibits an entity that operates the IT server from disclosing judicial records. The entity is merely a bailee, holding the records on behalf of a court or judicial agency, rather than an owner of the records having independent authority to release them. Similarly, if a court or judicial agency puts its paper records in storage with another entity, the other entity cannot disclose the records. In either instance, it is the court or judicial agency that needs to make the decision as to releasing the records. The records request needs to be addressed by the court's or judicial agency's public records officer, not by the person or entity having control over the IT server or the storage area. On the other hand, if a court or judicial agency archives its records with the state archivist, relinquishing by contract its own authority as to disposition of the records, the archivist would have separate authority to disclose the records.

Because of this rule's broad definition of "public record", this paragraph (6) would apply to electronic records, such as e-mails (and their metadata) and telephone records, among a wide range of other records.

(I) Exemptions. In addition to exemptions referred to in section (j), the following categories of administrative records are exempt from public access:

(1) Requests for judicial ethics opinions;

(2) Minutes of meetings held exclusively among judges, along with any staff;

COMMENT: Meeting minutes do not always contain information that needs to be withheld from public access. Courts have discretion whether to release meeting minutes, because an exemption from this rule merely means that a document is not required to be disclosed. Disclosure would be appropriate if the document does not contain information of a confidential, sensitive, or protected nature. Courts and judicial agencies are encouraged to carefully consider whether some,

or all, of their meeting minutes should be open to public access. Adopting a local rule on this issue would assist the public in knowing which types of minutes are accessible and which are not.

(3) Preliminary drafts, notes, recommendations, and intra-agency memorandums in which opinions are expressed or policies formulated or recommended are exempt under this rule, except that a specific record is not exempt when publicly cited by a court or agency in connection with any court or agency action. This exemption applies to a record only while a final decision is pending on the issue that is being addressed in that record; once the final decision has been made, the record is no longer covered by this exemption. For purposes of documents related to budget negotiations with a budgetary authority, the "final decision" is the decision by the budgetary authority to adopt the budget for that year or biennium.

(4) Evaluations and recommendations concerning candidates seeking appointment or employment within a court or judicial agency;

COMMENT: Paragraph (4) is intended to encompass documents such as those of the Supreme Court's Capital Counsel Committee, which evaluates attorneys for potential inclusion on a list of attorneys who are specially qualified to represent clients in capital cases.

(5) Personal identifying information, including individuals' home contact information, Social Security numbers, driver's license numbers, and identification/security photographs;

(6) Documents related to an attorney's request for a trial or appellate court defense expert, investigator, or other services, any report or findings submitted to the attorney or court or judicial agency by the expert, investigator, or other service provider, and the invoicing of the expert, investigator or other service provider during the pendency of the case in any court. Payment records are not exempt, provided that they do not include medical records, attorney work product, information protected by attorney-client privilege, information sealed by a court, or otherwise exempt information;

(7) Documents, records, files, investigative notes and reports, including the complaint and the identity of the complainant, associated with a court's or judicial agency's internal investigation of a complaint against the court or judicial agency or its contractors during the course of the investigation. The outcome of the court's or judicial agency's investigation is not exempt;

(8) [Reserved];

(9) Family court mediation files; and

(10) Juvenile court probation social files.

(11) Those portions of records containing specific and unique vulnerability assessments or specific and unique emergency and escape response plans, the disclosure of which would have a substantial likelihood of threatening the security of a judicial facility or any individual's safety.

(12) The following records of the Certified Professional Guardian Board:

(i) Investigative records compiled by the Board as a result of an investigation conducted by the Board as part of the application process, while a disciplinary investigation is in process under the Board's rules and regulations, or as a result of any other investigation conducted by the Board

while an investigation is in process. Investigative records related to a grievance become open to public inspection once the investigation is completed.

(ii) Deliberative records compiled by the Board or a panel or committee of the Board as part of a disciplinary process.

(iii) A grievance shall be open to public access, along with any response to the grievance submitted by the professional guardian or agency, once the investigation into the grievance has been completed or once a decision has been made that no investigation will be conducted. The name of the professional guardian or agency shall not be redacted from the grievance.

CHAMBERS RECORDS

(m) Chambers Records. Chambers records are not administrative records and are not subject to disclosure.

COMMENT: Access to chambers records could necessitate a judicial officer having to review all records to protect against disclosing case sensitive information or other information that would intrude on the independence of judicial decision-making. This would effectively make the judicial officer a de facto public records officer and could greatly interfere with judicial functions.

(1) "Chambers record" means any writing that is created by or maintained by any judicial officer or chambers staff, and is maintained under chambers control, whether directly related to an official judicial proceeding, the management of the court, or other chambers activities. "Chambers staff" means a judicial officer's law clerk and any other staff when providing support directly to the judicial officer at chambers.

COMMENT: Some judicial employees, particularly in small jurisdictions, split their time between performing chambers duties and performing other court duties. An employee may be "chambers staff" as to certain functions, but not as to others. Whether certain records are subject to disclosure may depend on whether the employee was acting in a chambers staff function or an administrative staff function with respect to that record.

Records may remain under chambers control even though they are stored elsewhere. For example, records relating to chambers activities that are stored on a judge's personally owned or workplace-assigned computer, laptop computer, cell phone, and similar electronic devices would still be chambers records. As a further example, records that are stored for a judicial chambers on external servers would still be under chambers control to the same extent as if the records were stored directly within the chambers. However, records that are otherwise subject to disclosure should not be allowed to be moved into chambers control as a means of avoiding disclosure.

(2) Court records and administrative records do not become chambers records merely because they are in the possession or custody of a judicial officer or chambers staff.

COMMENT: Chambers records do not change in character by virtue of being accessible to another chambers. For example, a data base that is shared by multiple judges and their chambers staff is a "chambers record" for purposes of this rule, as long as the data base is only being used by judges and their chambers staff.

IMPLEMENTATION AND EFFECTIVE DATE

(n) Best Practices. Best practice guidelines adopted by the Supreme Court may be relied upon in acting upon public requests for documents.

(o) Effective Date of Rule.

(1) This rule will go into effect on a future date to be determined by the Supreme Court based upon a recommendation from the Board for Judicial Administration. The rule will apply to records that are created on or after that date.

COMMENT: A delayed effective date is being used to allow time for development of best practices, training, and implementation. The effective date will be added to the rule once it has been determined.

(2) Public access to records that are created before that date are to be analyzed according to other court rules, applicable statutes, and the common law balancing test. The Public Records Act, Chapter 42.56 RCW, does not apply to judicial records, but it may be used for non-binding guidance.

Reviser's note: The brackets and enclosed material in the text of the above section occurred in the copy filed by the agency and appear in the Register pursuant to the requirements of RCW 34.08.040.

WSR 13-22-002

**NOTICE OF PUBLIC MEETINGS
WASHINGTON STATE UNIVERSITY**

(Global Animal Health-Tanzania)

[Filed October 23, 2013, 3:41 p.m.]

Following is the schedule of regular meetings for the board of directors of Global Animal Health (GAH)-Tanzania, a non-profit corporation affiliated with Washington State University:

Date	Time	Location
Wednesday September 3, 2014	3:00 p.m.	Washington State University Paul G. Allen Center for Global Animal Health Room 201 Pullman, Washington

For further information, contact Mike Malcolm, GAH-Tanzania, Secretary, P.O. Box 647010, Pullman, WA 99164-7010, or mmalcolm@vetmed.wsu.edu.

WSR 13-22-003

**NOTICE OF PUBLIC MEETINGS
WASHINGTON STATE UNIVERSITY**

(Global Operations and Leadership Development)

[Filed October 23, 2013, 3:42 p.m.]

Following is the schedule of regular meetings for the board of directors of Global Operations and Leadership Development, a nonprofit corporation affiliated with Washington State University:

Date	Time	Location
Wednesday September 10, 2014	2:00 p.m.	Washington State University French Administration Room 422 Pullman, Washington

For further information, contact Roger Patterson, Secretary, Global Operations and Leadership Development, P.O. Box 641045, Pullman, WA 99164-1045, or roger.patterson@wsu.edu.

WSR 13-22-004

NOTICE OF PUBLIC MEETINGS

WALLA WALLA

COMMUNITY COLLEGE

[Filed October 23, 2013, 4:48 p.m.]

Following is the schedule of meetings for the board of trustees of Walla Walla Community College, District 20, for the calendar year 2014. All meetings will be held in the board room on the Walla Walla Community College campus, unless otherwise noted.

Date	Time	Location
January 15	9:30 a.m.	Walla Walla Community College 500 Tausick Way Walla Walla, WA
February 19	9:30 a.m.	Walla Walla Community College 500 Tausick Way Walla Walla, WA
March 19	9:30 a.m.	Walla Walla Community College 500 Tausick Way Walla Walla, WA
April 16	10:00 a.m.	WWCC Clarkston Campus 1470 Bridge Street Clarkston, WA
May 21	9:30 a.m.	Walla Walla Community College 500 Tausick Way Walla Walla, WA
June 25	9:00 a.m.	Walla Walla Community College 500 Tausick Way Walla Walla, WA
July 16*	9:30 a.m.	Walla Walla Community College 500 Tausick Way Walla Walla, WA
August 20*	9:30 a.m.	Walla Walla Community College 500 Tausick Way Walla Walla, WA
September 17	9:30 a.m.	Walla Walla Community College 500 Tausick Way Walla Walla, WA
October 15	9:30 a.m.	Walla Walla Community College 500 Tausick Way Walla Walla, WA
November 19	9:30 a.m.	Walla Walla Community College 500 Tausick Way Walla Walla, WA

Date	Time	Location
December 17	9:30 a.m.	Walla Walla Community College 500 Tausick Way Walla Walla, WA

* Optional meetings

If you need further information, contact Jerri Ramsey, Walla Walla Community College, 500 Tausick Way, Walla Walla, WA 99362, phone (509) 527-4274, fax (509) 527-4249, e-mail jerri.ramsey@wwcc.edu.

WSR 13-22-007

NOTICE OF PUBLIC MEETINGS

MINT COMMISSION

[Filed October 25, 2013, 9:51 a.m.]

The Washington mint commission will be holding the following regular meetings in 2014:

Thursday February 4	12:00 noon	
Thursday April 3	6:00 p.m.	
Tuesday June 3	12:00 noon	Prosser, Washington
Tuesday August 19	6:00 p.m.	
Tuesday November 4	12:00 noon	Prosser, Washington
Tuesday December 2	Annual Meeting	Pasco, Washington

If you need further information contact Rod Christensen, 100 North Fruitland Street, Suite B, Kennewick, WA 99336, (509) 585-5460, (509) 585-2671, rodc@agmgt.com.

WSR 13-22-008

NOTICE OF PUBLIC MEETINGS

ALFALFA SEED COMMISSION

[Filed October 25, 2013, 9:51 a.m.]

The Washington alfalfa seed commission [will] be holding the following regular meetings in 2014:

Tuesday February 4	Annual Meeting	
Tuesday May 6	Noon Meeting	Tri-Cities, Washington
Tuesday September 23	Noon Meeting	Tri-Cities, Washington
Tuesday December 9	Noon Meeting	Tri-Cities, Washington

If you need further information contact Shane Johnson, 100 North Fruitland Street, Suite B, Kennewick, WA 99336, (509) 585-5460, (509) 585-2671, shanej@agmgt.com.

WSR 13-22-011

**INTERPRETIVE OR POLICY STATEMENT
HEALTH CARE AUTHORITY**

[Filed October 28, 2013, 9:58 a.m.]

Notice of Interpretive or Policy Statement

In accordance with RCW 34.05.230(12), following is a list of policy and interpretive statements issued by the health care authority (HCA).

HCA

Legal and Administrative Services

Document Title: Provider Notice #13-67.

Subject: EPSDT Medicaid Provider Guide.

Effective for dates of service on and after November 1, 2013, the medicaid program of HCA will revise the early periodic Screening Diagnosis and Treatment Medicaid Provider Guide.

For additional information, contact Amber Lougheed, HCA, P.O. Box 45504, phone (360) 725-1349, TDD/TTY 1-800-848-5429, fax (360) 586-9727, e-mail amber.lougheed@hca.wa.gov, web site <http://www.hca.wa.gov/>.

WSR 13-22-012

**INTERPRETIVE OR POLICY STATEMENT
HEALTH CARE AUTHORITY**

[Filed October 28, 2013, 10:00 a.m.]

Notice of Interpretive or Policy Statement

In accordance with RCW 34.05.230(12), following is a list of policy and interpretive statements issued by the health care authority (HCA).

HCA

Legal and Administrative Services

Document Title: Provider Notice #13-68.

Subject: Prescription Drug Medicaid Provider Guide update.

Effective for dates of service on and after November 1, 2013, the medicaid program of HCA will publish a thirty day prerelease of the agency's expedited authorization list.

For additional information, contact Amber Lougheed, HCA, P.O. Box 45504, phone (360) 725-1349, TDD/TTY 1-800-848-5429, fax (360) 586-9727, e-mail amber.lougheed@hca.wa.gov, web site <http://www.hca.wa.gov/>.

WSR 13-22-013

**INTERPRETIVE OR POLICY STATEMENT
HEALTH CARE AUTHORITY**

[Filed October 28, 2013, 10:00 a.m.]

Notice of Interpretive or Policy Statement

In accordance with RCW 34.05.230(12), following is a list of policy and interpretive statements issued by the health care authority (HCA).

HCA

Legal and Administrative Services

Document Title: Provider Notice #13-69.

Subject: Prescription drug program.

Effective for dates of service on and after November 1, 2012 [2013], the medicaid program of HCA will implement the following changes to maximum allowable costs in the prescription drug program.

For additional information, contact Amber Lougheed, HCA, P.O. Box 45504, phone (360) 725-1349, TDD/TTY 1-800-848-5429, fax (360) 586-9727, e-mail amber.lougheed@hca.wa.gov, web site <http://www.hca.wa.gov/>.

WSR 13-22-020

**NOTICE OF PUBLIC MEETINGS
SKAGIT VALLEY COLLEGE**

[Filed October 28, 2013, 5:07 p.m.]

The Skagit Valley College (Community College District No. 4) board of trustees has changed the date of their regular November 2013, meeting from November 12 to November 18; time and location remains the same.

If you need further information, please contact Lisa Radeleff, President's Office, 2405 East College Way, Mount Vernon, WA 98273, office (360) 416-7995, fax (360) 416-7773, lisa.radeleff@skagit.edu, www.skagit.edu.

WSR 13-22-022

**PUBLIC RECORDS OFFICER
RECREATION AND CONSERVATION
OFFICE**

[Filed October 29, 2013, 9:44 a.m.]

In accordance with RCW 42.56.580, this letter is to designate Sarah Gage as the public records and disclosure officer for the recreation and conservation office (agency number 0467). Sarah's contact information is Sarah Gage, Recreation and Conservation Office, P.O. Box 40917, Olympia, WA 98504-0917, phone (360) 902-3027, fax (360) 902-3026, e-mail PDandR@rco.wa.gov.

Kaleen Cottingham
Director

WSR 13-22-023
RULES COORDINATOR
CHARTER SCHOOL COMMISSION

[Filed October 29, 2013, 12:44 p.m.]

Pursuant to RCW 34.05.312, the rules coordinator for the charter school commission is Joshua Halsey, P.O. Box 43113, Olympia, WA 98504, phone (360) 902-9818, e-mail Joshua.halsey@charterschool.wa.gov.

Joshua Halsey
 Executive Director

WSR 13-22-024
NOTICE OF PUBLIC MEETINGS
HUMAN RIGHTS COMMISSION

[Filed October 29, 2013, 12:45 p.m.]

The following date is for a special meeting: Washington State Human Rights Commission, special meeting, December 9, 2013, at 10 a.m., in person 711 South Capitol Way, Suite 402, Olympia, WA 98504.

WSR 13-22-025
NOTICE OF PUBLIC MEETINGS
LIQUOR CONTROL BOARD

[Filed October 29, 2013, 3:28 p.m.]

Public Hearing/Special Meeting Notice
November 13, 2013

Public hearing/special meeting, November 13, 2013, 6:00 p.m. to 9:00 p.m., medical marijuana work group update, Saint Martin's University, Norman Worthington Center, 5300 Pacific Avenue S.E., Lacey, WA 98503.

WSR 13-22-028
NOTICE OF PUBLIC MEETINGS
YAKIMA VALLEY
COMMUNITY COLLEGE

[Filed October 30, 2013, 9:34 a.m.]

Following is the schedule of regular meetings for Yakima Valley Community College for 2013-2014:

Date	Time	Location
2013		
November 21, 2013	4:30 p.m.	King Room HUB Yakima Campus
December 12, 2013	4:30 p.m.	King Room HUB Yakima Campus CANCELED

Date	Time	Location
2014		
January 9, 2014	4:30 p.m.	King Room HUB Yakima Campus
February 6, 2014	4:30 p.m.	King Room HUB Yakima Campus
March 13, 2014	4:30 p.m.	King Room HUB Yakima Campus
April 10, 2014	4:30 p.m.	Grandview Library Meeting Room Grandview Campus
May 8, 2014	4:30 p.m.	King Room HUB Yakima Campus
June 19, 2014	4:30 p.m.	King Room HUB Yakima Campus
July 10, 2014	4:30 p.m.	King Room HUB Yakima Campus
August 14, 2014	4:30 p.m.	King Room HUB Yakima Campus
September 11, 2014	4:30 p.m.	King Room HUB Yakima Campus
October 9, 2014	4:30 p.m.	King Room HUB Yakima Campus
November 13, 2014	4:30 p.m.	King Room HUB Yakima Campus
December 11, 2014	4:30 p.m.	King Room HUB Yakima Campus

The Yakima campus is located at South 16th Avenue and Nob Hill Boulevard in the city of Yakima, Washington. The Grandview campus is at 500 West Main Street, Grandview, WA.

If you need further information, contact Suzy West, President's Office, YVCC, P.O. Box 22520, Yakima, WA 98907, (509) 574-4635 or swest@yvcc.edu.

WSR 13-22-029
NOTICE OF PUBLIC MEETINGS
COLUMBIA BASIN COLLEGE

[Filed October 30, 2013, 9:42 a.m.]

The Columbia Basin [College] board of trustees' November 11, 2013, meeting is being moved to November 12, 2013, beginning at 4:00 p.m. and will be held in the CBC Beers Board Room.

If you have any questions, please contact Lupe Perez at (509) 542-4802.

WSR 13-22-035
NOTICE OF PUBLIC MEETINGS
BENTON CLEAN AIR AGENCY

[Filed October 30, 2013, 4:20 p.m.]

Board of Directors
Meeting Schedule for Fiscal Year 2014

2013

- July 25
- August 23 Canceled
- September 26
- October 24
- November 28
(Thanksgiving - Meeting will be rescheduled or canceled)
- December 26

2014

- January 23
- February 27
- March 27
- April 24
- May 22
- June 26

WSR 13-22-036
NOTICE OF PUBLIC MEETINGS
BENTON CLEAN AIR AGENCY

[Filed October 31, 2013, 6:40 a.m.]

Board of Directors
Meeting Schedule for Fiscal Year 2014

Meetings are held on the fourth Thursday of each month, at 5:30 p.m., in the board room, at the agency offices, 526 South Clodfelter Road, Kennewick, WA 99337.

2013

- July 25
- August 23 Canceled

- September 26
- October 24
- November 28 (Thanksgiving – Meeting will be rescheduled or canceled)
- December 26
- 2014**
- January 23
- February 27
- March 27
- April 24
- May 22
- June 26

WSR 13-22-041
HEALTH CARE AUTHORITY

[Filed October 31, 2013, 1:46 p.m.]

NOTICE

Title or Subject: Medicaid State Plan Amendment 13-41.
 Effective Date: October 1, 2013.

Description: The health care authority intends to submit medicaid state plan amendment (SPA) 13-41 to remove Attachment 1.2-D page 1, which describes the agencies that may make certain eligibility determinations for the medicaid program. The department of social and health services (DSHS) is specified as such an agency. In addition, the Port Gamble S'Klallam Tribe is specified as a designated local agency for limited medicaid eligibility determinations. Beginning October 1, 2013, with the implementation of the Washington Healthplanfinder, determinations for all family, children and pregnancy medicaid programs, as well as the new adult group, will be done automatically. Therefore the need for state or tribal eligibility staff to determine eligibility for these groups using ACES is no longer required; SPA 13-41 will delete information regarding both entities' responsibilities in this area.

Termination of this Indian Nation (or tribal) agreement with the Port Gamble S'Klallam Tribe will reduce agency expenditures by approximately \$27,000 per fiscal year. No other fiscal impact is anticipated.

For additional information, contact Stephen Kozak, Eligibility and Service Delivery, P.O. Box 5534, Olympia, WA 98504-5534, phone (360) 725-1343, TDD/TTY 800-848-5429, fax (360) 664-2186, e-mail Stephen.kozak@hca.wa.gov.

WSR 13-22-043
HEALTH CARE AUTHORITY

[Filed October 31, 2013, 3:58 p.m.]

NOTICE

Title or Subject: Medicaid State Plan Amendment 13-41.

Effective Date: October 1, 2013.

Description: The agency intends to submit medicaid state plan amendment (SPA) 13-43 to comply with 3ESSB 5034. This legislation directs the agency to eliminate the breast and cervical cancer treatment program (BCCTP) upon implementation of medicaid expansion under the Affordable Care Act, which begins January 1, 2014. To maintain continuity of coverage, the agency will offer the option to stay in a fee-for-service program to individuals who are already enrolled in BCCTP and who will be transitioned into the new adult group under medicaid expansion. The agency will continue to provide coverage to individuals already receiving BCCTP services at the time it is eliminated until their courses of treatment are completed.

For fiscal year (FY) 2014, these actions will result in a savings of state funds in the amount of \$692,605; for FY 2015, \$3,622,608. For FY 2014, these actions will result in an increase in the expenditure of federal funds in the amount of \$480,874; for FY 2015, \$991,182.

For additional information, contact Stephen Kozak, Eligibility and Service Delivery, P.O. Box 5534, Olympia, WA 98504-5534, phone (360) 725-1343, TDD/TTY 800-848-5429, fax (360) 664-2186, e-mail Stephen.kozak@hca.wa.gov, web site <http://www.doh.wa.gov/YouandYourFamily/IllnessandDisease/Cancer/BreastCervicalandColonHealth.aspx>.

WSR 13-22-045

DEPARTMENT OF CORRECTIONS

[Filed November 1, 2013, 9:03 a.m., effective December 2, 2013]

Reviser's note: The following material has *not* been adopted under the Administrative Procedure Act, chapter 34.05 RCW, but has been filed in the office of the code reviser and is published in the Register exactly as filed.

Following are the department of corrections' amendments to chapter 137-48 WAC, Offender mail. These rules are submitted for publication in the Washington State Register and the Washington Administrative Code. Pertinent information follows:

1. Amendments to chapter 137-48 WAC are adopted as of October 31, 2013.
2. The effective date of these rules shall be thirty-one days after filing.
3. I certify pursuant to RCW 34.05.030 that the rule as stated above is excluded from the Administrative Procedure Act.

Bernard Warner
Secretary

AMENDATORY SECTION (Amending WSR 13-08-073, filed 4/2/13, effective 5/3/13)

WAC 137-48-020 Definitions. (1) "Contraband" includes illegal items, explosives, deadly weapons, alcoholic beverages, drugs, tobacco products, controlled substances and any item that is controlled, limited, or prohibited on the grounds or within the secure perimeter of a correctional facility as defined by department or institution policy.

(2) "Emergency situations" are critical illnesses, deaths, or similar situations experienced by members of the inmate's family or the inmate.

(3) "Illegal items" are items which are unlawful for any person to possess within the community as defined by the laws of the state of Washington, controlled substances as defined and listed in chapter 69.50 RCW or any weapon, firearm, or any instrument which, if used, could produce serious bodily injury to another.

(4) "Indigent inmate" an inmate who has less than a ten-dollar balance of disposable income in his/her trust fund account on the day a request is made to utilize funds and during the thirty days previous to the request.

(5) "Inspection of mail" the physical act of opening, touching, and/or reading of mail, the use of mechanical or chemical systems and/or the use of animals to determine the presence of contraband or illegal items.

(6) "Legal mail" is correspondence to or from:

(a) Any court, the Washington state bar association (WSBA), the indeterminate sentence review board (ISRB), the Washington state office of financial management's tort claims division, and/or the Prison Rape Elimination Act coordinator at headquarters;

(b) The president or vice-president of the United States, members of the United States Congress, embassies and consulates, the United States Department of Justice, state attorneys general, governors, members of any state legislature, and law enforcement officers in their official capacity;

(c) Attorneys of record in court cases that have been filed in a local, state, or federal court; and

(d) Attorneys (~~formally representing the offender~~) receiving/sending correspondence with offenders concerning legal advice, including established groups of attorneys representing the offender (e.g., American Civil Liberties Union, disability rights Washington, legal service corporations, public defender associations).

To be considered and therefore handled as "legal mail" the correspondence must be clearly marked "legal mail" on the outside front of the envelope, and must have a mailing address or return address which clearly indicates that the mail is to or from one of the above listed sources.

(7) "Letters" consist of handwritten/typed communications and/or written/pictorial enclosures to and from inmates. A standard first class, one ounce letter shall be consistent with the dimensions, weight, and thickness as prescribed by the United States Postal Service. A properly addressed and stamped post card or greeting card shall be processed with the same standards as described above for a first class one ounce letter. Nonstandard first class mail requires a surcharge as established by the United States Postal Service.

(8) "Mail" consists of letters, publications, or packages delivered by the United States Post Office or by other established and authorized carriers.

(9) "Packages" a wrapped or boxed object; a parcel or bundle containing one or more objects, a container in which something is packed for storage or transport or mailing.

(10) "Publications" consists of reproduced handwritten or typed/printed or pictorial materials including books, periodicals, newspapers, magazines, and pamphlets.

(11) "Return address" for an inmate this includes the full committed name, and may include any other legal name, DOC number, housing assignment, and the full name of the correctional facility from which the correspondence is mailed. For a free citizen this includes a reasonable return address as recognized by the United States Postal Service.

(12) "Secretary" is the secretary of the department of corrections or his/her designee(s).

(13) "Sexually explicit materials" consist of any item displaying, portraying, depicting, or describing:

(a) Nudity, which includes exposed/visible (in whole or part, including under or through translucent/thin materials providing intimate physical detail) genitals/genitalia, anus, and/or female/transgender breast nipple(s);

(b) A sex act(s) which includes, but is not limited to, genital-genital, oral-genital, anal-genital, or oral-anal contact/penetration, genital or anal contact/penetration with an inanimate object, masturbation, sadistic/masochistic abuse, bondage, bestiality, and/or bodily excretory behavior which appears to be sexual in nature;

(c) A participant(s) who appears to be nonconsenting, dominated, degraded, humiliated, or in a submissive role, and/or acting in a forceful, threatening, dominating, or violent manner which appears to be sexual in nature; and/or

(d) Minor(s), or models depicting minors, in a sexually suggestive setting/pose/attire.

(14) "Superintendent" means the superintendent of a correctional facility or his/her designee(s).

WSR 13-22-046

**NOTICE OF PUBLIC MEETINGS
WASHINGTON STATE UNIVERSITY**

[Filed November 1, 2013, 9:40 a.m.]

In accordance with RCW 42.30.075, the board of regents of Washington State University established the following meeting schedule for 2014 at its meeting held May 3, 2013:

Thursday and Friday	January 23-24	Tri-Cities
Thursday and Friday	March 27-28	Pullman
Thursday and Friday	May 8-9	Pullman
Thursday and Friday	September 4-5	Pullman
Thursday and Friday	October 9-10	Vancouver
Thursday and Friday	November 20-21	Spokane

Thursday's meetings will begin with lunch or a series of committee meetings, followed by dinner. Friday's meetings will begin with breakfast, followed by the board of regents meeting. All meetings may be attended by some or all of the regents.

Thursday's meetings will begin at 10:00 a.m. and Friday's meetings will begin at 7:30 a.m., or at such later time as may be announced on the regents' web page at www.regents.wsu.edu. Such announcements will occur the week prior to the dates listed above, along with room locations for all meetings.

Inquires [Inquiries] about this schedule or board of regents meetings, in general, may be directed to the WSU board of regents office at (509) 335-4200.

WSR 13-22-054

**NOTICE OF PUBLIC MEETINGS
HEALTH CARE AUTHORITY**

(Bree Collaborative)

[Filed November 1, 2013, 4:57 p.m.]

The following schedule of regular meetings is for the Bree Collaborative during 2014.

Date	Time	Location
Wednesday January 29	12:30 p.m. - 4:30 p.m.	Group Health Research Institute Metropolitan Park East Building Room 1509A (15th Floor) 1730 Minor Avenue Suite 1600 Seattle, WA 98101
Thursday March 19	12:30 p.m. - 4:30 p.m.	Same
Wednesday May 21	12:30 p.m. - 4:30 p.m.	Same
Thursday July 17	12:30 p.m. - 4:30 p.m.	Same
Wednesday September 17	12:30 p.m. - 4:30 p.m.	Same

If you need further information contact Kathryn Berg, Foundation for Health Care Quality, 705 Second Avenue, Suite 703, Seattle, WA 98104, phone (206) 682-2811, fax (206) 682-3739, e-mail kbergh@qualityhealth.org.

WSR 13-22-057

**NOTICE OF PUBLIC MEETINGS
DEPARTMENT OF
NATURAL RESOURCES**

(Committee on Geographic Names)

[Filed November 4, 2013, 9:52 a.m.]

Following is the schedule for the 2014 committee on geographic names meetings. If you have any questions, please feel free to call Caleb Maki at (360) 902-1280.

May 16, 2014

October 17, 2014

WSR 13-22-058
NOTICE OF PUBLIC MEETINGS
COUNTY ROAD
ADMINISTRATION BOARD
 [Filed November 4, 2013, 11:10 a.m.]

Meeting: January 30, 2014
 Notice: County Road Administration Board
 2404 Chandler Court S.W.
 Suite 240
 Olympia, WA 98504
 1:00 p.m. to 5:00 p.m.

Meeting: January 31, 2014
 Notice: County Road Administration Board
 2404 Chandler Court S.W.
 Suite 240
 Olympia, WA 98504
 8:30 a.m. - noon

Individuals requiring reasonable accommodation may request written materials in alternative formats, sign language interpreters, physical accessibility accommodations, or other reasonable accommodation, by contacting Karen Pendleton at (360) 753-5989, hearing and speech impaired persons can call 1-800-833-6384.

If you have questions, please contact Karen Pendleton at (360) 753-5989.

WSR 13-22-062
AGENDA
WESTERN WASHINGTON UNIVERSITY
 [Filed November 4, 2013, 2:59 p.m.]

Pursuant to RCW 34.05.314, the following is Western Washington University's semi-annual agenda for WAC rules development for the term of July 1, 2013, through December 31, 2013:

1. Chapter 516-26 WAC, Student records. Amendments to WAC 516-26-040. To clarify that the university may refuse to provide copies of education records, including transcripts, in certain circumstances, including when a student has outstanding financial obligations owed to the university and when disciplinary action is pending. Preproposal CR-101 was filed December 12, 2012, as WSR 13-01-039. CR-102 anticipated in 2013.

2. Chapter 516-36 WAC, Use of university facilities—Scheduling. Preproposal to be filed fall 2013.

3. Chapter 516-37 WAC, Use of university facilities—Libraries. Preproposal to be filed fall 2013.

4. Chapter 516-34 WAC, Leasing of university property for business purposes. Preproposal to be filed fall 2013.

5. Chapter 516-52 WAC, Health and safety. Rule-making amendments to comply with a state initiative adopted in 2006 that prohibits smoking in public places and workplaces. Preproposal CR-101 was filed February 10, 2010, as WSR 10-05-049. CR-102 anticipated in 2014.

Additional rule-making activity not on the agenda may occur as conditions warrant. For more information concerning the semi-annual agenda, please contact Suzanne Baker, Rules Coordinator, Western Washington University, 516 High Street, Bellingham, WA 98225-9015, phone (360) 650-3117, e-mail Suzanne.Baker@wwu.edu.

Suzanne M. Baker
 Rules Coordinator

WSR 13-22-067
ATTORNEY GENERAL'S OFFICE

[Filed November 5, 2013, 11:04 a.m.]

NOTICE OF REQUEST FOR ATTORNEY GENERAL'S OPINION
WASHINGTON ATTORNEY GENERAL

The Washington attorney general issues formal published opinions in response to requests by the heads of state agencies, state legislators, and county prosecuting attorneys. When it appears that individuals outside the attorney general's office have information or expertise that will assist in the preparation of a particular opinion, a summary of that opinion request will be published in the state register. If you are interested in commenting on a request listed in this volume of the register, you should notify the attorney general's office of your interest by November 28, 2013. This is not the due date by which comments must be received. However, if you do not notify the attorney general's office of your interest in commenting on an opinion request by this date, the opinion may be issued before your comments have been received. You may notify the attorney general's office of your intention to comment by calling (360) 586-0728, or by writing to the Office of the Attorney General, Solicitor General Division, Attention Jeffrey T. Even, Deputy Solicitor General, P.O. Box 40100, Olympia, WA 98504-0100. When you notify the office of your intention to comment, you may be provided with a copy of the opinion request in which you are interested; information about the attorney general's opinion process; information on how to submit your comments; and a due date by which your comments must be received to ensure that they are fully considered.

If you are interested in receiving notice of new formal opinion requests via e-mail, you may visit the attorney general's web site at www.atg.wa.gov/AGOOpinions/default.aspx for more information on how to join our opinions list-serv.

The attorney general's office seeks public input on the following opinion request(s):

Opinion Docket No. 13-11-01
Request by Sharon Foster, Chair, Liquor Control Board

1. Are local governments preempted by state law from outright banning the location of a WSLCB licensed marijuana producer, processor, or retailer within their jurisdiction?

2. May a local government establish land use regulations (in excess of the I-502 buffer and other WSLCB requirements) or business license requirements in a fashion that

makes it impractical for a licensed marijuana business to locate within their jurisdiction?

WSR 13-22-086**NOTICE OF PUBLIC MEETINGS****DEPARTMENT OF****ENTERPRISE SERVICES**

(Capitol Campus Design Advisory Committee)

[Filed November 6, 2013, 9:48 a.m.]

The capitol campus design advisory committee meeting scheduled for Thursday, November 7, 2013, has been cancelled.

If you have any questions, please contact Nouk Leap at (360) 407-9256 or Kim Buccarelli at (360) 407-9312.

WSR 13-22-087**NOTICE OF PUBLIC MEETINGS****HEALTH CARE AUTHORITY**

(Public Employees Benefits Board)

[Filed November 6, 2013, 10:05 a.m.]

**RE: Proposed Public Employees Benefits Board (PEBB)
Policy Statements**

The health care authority (HCA) will hold a public meeting to consider proposed PEBB administrative policies, as well as an administrative policy that PEBB plans to rescind.

The meeting is scheduled for **Wednesday, December 4, 2013, at 10:00 a.m.** in the Pear Conference Room, HCA, 626 8th Avenue S.E., Olympia, WA 98501.

The proposed policies, and the policy proposed to be rescinded, can be downloaded online from <http://www.hca.wa.gov/pebb/Pages/policy.aspx>. Public comment on these policies can be submitted through the web page or to Rob Parkman, 626 8th Avenue S.E., Olympia, WA 98501-42684 [98501-2684]. The deadline for public comment is December 4, 2013.

For further information or to receive a hard copy of the proposed policies, please contact Rob Parkman at (360) 725-0883.