

Washington State Latino Leadership Network (LLN) Business Resource Group (BRG) Charter



LLN Mission: Through the Power of Connection: Invest, Inspire
and Serve

Overview

Purpose

The LLN BRG exists and is open to participation by state employees via executive order [Governor's Executive Order 21-01](#).

The LLN BRG function is to engage the experience, values, and knowledge of the Latine community in Washington State Government; promote universal access; and create an environment where people can be their authentic selves and fully participate in all aspects of the workplace.

We contribute to Washington State's business objective and goals by providing high quality opportunities for mentorship and professional development. We are driven by a vision to prepare outstanding Latine leaders and a qualified workforce to serve our state today and tomorrow.

LLN reflects the rich Latine diversity, culture, language, and history of Washington, and acts as an empowered BRG contributing to a state workforce that understands the communities it serves and improves the delivery and accessibility of public services.

This charter reflects a mutual understanding between the Office of Financial Management (OFM) and the LLN, with LLN Leadership as agents for our members.

NOTE: The LLN does not act as an alternative employment mechanism for addressing employee grievances and operates in alignment with all related to bargaining agreements, rules, and laws.

Definitions

Latine individuals represent communities that span from the North, Central, South American continents, and Caribbean islands that were colonized by the Spanish Empire. Our heritage not only reflects the Spanish colonizers but equally reflects the indigenous heritage and traditions of the people who existed prior to colonization and continue to exist. This heritage is inextricably connected with the black community through our survival and flourishing despite these systems. Our identities are varied and based on family histories, traditions, and shared experiences. As our self-understanding and discovery grow, we expect that our definitions and appreciation of identities will also grow and progress.

The term Latine is used for anyone who identifies as Hispanic, Latina, Latino, Latinx, Latin@, Latino Americano, Chicano, Mexican, Sur-americano, Centro-americano, Cubano, Boricua, Afro-Latino, Columbian, Zapotec, Chicanx, or other similar identifiers.

An ally is anyone that is working toward ending oppression and fighting Xenophobia by supporting and advocating for those in marginalized and oppressed groups. Becoming an ally is a process and it isn't always easy or comfortable. It requires one to recognize the power and privilege that being part of the dominant culture affords them.

A state employee is an individual who serves the Washington State Community in their professional role. State employees work for the government at the state level, i.e., agencies, higher education, boards, commissions, etc.

Vision

- Washington State is an employer of choice for Latine people.
- Latine people have equitable access to opportunities and resources through recruitment, hiring, training, development, retention, and promotion.
- The LLN BRG is an educational resource that supports professional development in the Washington state workforce.
- Connecting, supporting, and inspiring Washinton State's Latine workforce and leaders of today and tomorrow, while remembering those from yesterday.

Values

- Respect
- Leadership
- Cultural Heritage
- Community
- Public Service

Role of Members

- Actively participate in LLN BRG General Membership meetings.
- May participate in subcommittees.
- Share and discuss ideas on how to further the purpose and vision of the LLN.
- Identify and promote promising practices for Latine people in Washington State employment.

Meeting Cadence

- LLN's General Membership Meeting is held once a month, January-December with a break during the month of November. Also, in-person events, virtual events, and Lunch and Learns are held throughout the month.
- Meetings are subject to cancellation/change due to extraordinary circumstances or state holidays.

Goals

Our goal is to be intentional in our effort to identify disparities in data subsets of Latine employees. It is critical and necessary to fully understand gaps, challenges, and opportunities. We will examine each of these goals on an annual basis to determine the proper quantitative or qualitative metrics to evaluate. Strategic goals are ongoing, and they may not be appropriate to evaluate by either quantitative or qualitative data.

Goal 1: Advance pro-equity and anti-racism by cultivating a culture of belonging throughout all levels of state government.

- a. Provide and encourage safe spaces while working towards brave spaces for Latine voices by hosting meetings and events accessible to all state employees.
- b. Increase awareness of the experienced trauma and marginalization of Latine communities.
- c. Amplify the voices of Latine state employees through empowerment to be active voices in policy development and meeting the state's business needs.

- d. Provide information, strategies and recommendations to state executives, management, employees, and the Governor's Office regarding the perspective of the Latine community.
- e. Recognize, honor, and elevate Latine history through activities that promote cultural awareness and understanding while addressing assumptions and myths about Latines (combat implicit bias, language proficiency, immigration status, identify microaggressions, stereotypes, etc.).
- f. Build a community of Latine employees across the state of Washington, the various geographic regions of the state, and state agencies.
- g. Provide events, resources, and highlight opportunities to support the health and wellbeing of Latine state employees and community members.

Goal 2: Recruit, retain, and nurture a diverse and equitable workforce.

- a. Increase annual retention rate of Latine state employees respectively by fostering a sense of belonging across the enterprise.
- b. Increase representation of Latine state employees respectively so that it is reflective of Washington state's residents.
- c. Educate employees, managers, and executive leaders to acknowledge, understand, and address awareness and effects of violence and microaggressions in the workplace.
- d. Plan and advertise outreach and networking events for future state employees.
- e. Advise state human resource leaders on recruitment and hiring practices, such as reducing biases in job posting, application review, interview, salary offer, and onboarding.

Goal 3: Enhance equity by providing and identifying professional development, advancement, and leadership opportunities.

- a. Cultivate Latine leaders by leveraging members' lived experiences, strengths, and skills.
- b. Recruit and mentor Latine state employee leaders through proactive involvement the BRGs committees and elected positions.

- c. Increase visibility, respect, and recognition of the significant contributions made through public service by Latines.
- d. Provide professional development opportunities to support the development and growth of Latine state employees.
- e. Highlight opportunities and partner with organizations to provide culturally informed leadership development.

Goal 4: Identify, explore, and address disparate barriers to advancement through analysis of disaggregated data, particularly for disparities facing Latine state employees.

- a. Advocate for the disaggregation of data to accurately portray the disparities facing our Latine state employees.
- b. Identify barriers to state employment and promotions. Work collaboratively with human resource leaders to reduce identified barriers.
- c. Support and encourage state agencies to work towards equitable representation of Latines in all levels of management.
- d. Address disparities related to colorism for Latines that are untraceable using traditional data tracking and analysis.

Goal 5: Support enterprise-wide efforts to support equity, diversity, inclusion, and belonging and PEAR (Pro-Equity and Anti-Racism) initiatives, strategies, planning, and implementation.

- a. Support alliances and initiatives that promote diversity, equity, inclusion, and belonging across Washington State agencies.
- b. Collaborate with other Business Resource Groups, the Washington State Commission on Hispanic Affairs (CHA), the Office of Equity, the Office of Financial Management, and other partners.
- c. Foster an environment where all Black, Indigenous, and People of Color (BIPOC) employees feel valued and can be their authentic selves in the workplace.
- d. Integrate our diverse cultural experiences, history, purpose, and values into the backbone of the Washington State government.

BY-LAWS

Roles and Responsibilities

Membership

The LLN BRG membership is open to all Washington state employees interested in promoting the values, mission, and purpose of the LLN. You do not need to identify as a member of the Latine Community to join the group.

The LLN is committed to providing leadership opportunities and professional development training to Washington state employees.

LLN Executive Board

Comprised of elected LLN officials, the Executive Sponsor, and other parties from BRG supporting agencies who ensure the LLN is adhering to all state and federal law and work collaboratively to promote the LLN BRG and its activities on a statewide level.

1. Co-Chair
2. Co-Chair
3. Executive Administrative Assistant
4. Secretary
5. Treasurer
6. Executive Sponsor

Executive Board Expectations

The LLN Executive Board acts on behalf of and within powers granted to them by the LLN Leadership.

Examples of the functions delegated to the Executive Board include:

- Provide overall guidance and direction to LLN.
- Consults on general operating procedures as requested by LLN Leadership.
- Addressing issues that require immediate attention or a decision, convening the entire LLN Leadership is not feasible or practical.
- Oversight of the implementation of Board decisions and policies to ensure that the board establishes and maintains good governance practices.

- Forming sub-committees, task forces; and establishing an assessment process to evaluate committee effectiveness and alignment.
- Governance of standing and ad committees; supporting them by accomplishing their objectives.
- The Executive Board records discussions in their minutes and are presented to the leadership in a timely manner.
- Recognizing individual needs of members that includes validating experiences and actively listening to members.

LLN Leadership

Led by the elected Co-Chairs and the Executive Sponsor, the LLN Leadership ensure the values, mission, and goals the LLN BRG are upheld. (For more information on each position see “Roles”). Members of LLN Leadership can vote in general elections.

1. Co-Chair
2. Co-Chair
3. Executive Administrative Assistant
4. Secretary
5. Treasurer
6. Executive Sponsor
7. Communication and Marketing Director
8. Subcommittee Leads

Combined Duties for LLN Leadership Positions

All leadership positions work collaboratively with the following duties, the Executive Sponsor works as able and willing on these duties, but it is not expected of them:

1. Invites speakers to LLN events and meetings to provide information on benefits, entitlements, and other Latine Community related topics.
2. Maintains the LLN email, ensuring emails are responded to, archived, and/or deleted as appropriate for records retention.
3. Participates in events, guest speaking engagements, and training requested of or put on by the LLN in coordination with the Co-Chairs.

4. Sends out GovDelivery announcements on behalf of the LLN in coordination with the Co-Chairs.
5. Verifies and vets any sponsors to ensure they uphold the principles and values of the LLN.

Co-Chairs

1. Serves a twelve (12) month term. The incumbent Co-Chair will serve up to a six (6) month overlap with a newly elected Co-Chair before moving to the Past Co-Chair position.
2. Acts as the lead facilitator for all LLN General Membership meetings and LLN Leadership meetings.
3. Develops the LLN Leadership meeting monthly agenda, working in coordination with LLN Leadership.
4. Acts as a representative of the LLN to the Executive Sponsor, OFM/SHR leadership, and others as needed.
5. Ensures timely completion of deliverables and elevates necessary matters to OFM.
6. Develops, in coordinating with LLN Leadership, meeting agendas, events, and activities.
7. May sit as an ad-hoc member on subcommittees.
8. Oversees (at a high level) subcommittee work and provides mentoring and coaching to subcommittee leads as needed, including meeting regularly with subcommittee leads.
9. Facilitates election of officers by accepting nominations, preparing ballots, and providing oversight of the election process. If the Co-Chair is seeking reelection then an impartial substitute will be selected to facilitate the election.

Communication and Marketing Director

1. Advises the Co-Chairs and LLN members on effective and organizational branding, communications, messaging, marketing strategies, and methods.

2. Updates LLN's social media networking sites, along with LLN's website, to maintain a web presence to reach our state workforce, allies, and Latine community at large.
3. Post news, event reminders, success stories, and uploads photos and compelling stories to motivate user interest, feedback, and participation.
4. Oversees quarterly newsletters, flyers, surveys, job postings and publication of LLN's activities.
5. Works with OFM on public disclosure records requests.
6. Serve a one-year term, additional terms may be consecutive.

Treasurer

1. Creates and maintains LLN's annual budget to include verifying invoices and payments, and reconciling budgets.
2. Facilitates and maintains records of LLN expenditures.
3. Serve a one-year term, additional terms may be consecutive.
4. Solicits sponsorship for LLN specific events and endeavors and verifies sponsorship deposits.
5. Works with State BRG Coordinator to manage and utilize funds available to the LLN BRG.
6. Upon final revision by the Co-Chair, send requests for payments to OFM/SHR.

Executive Administrative Assistant (EAA)

1. Maintains all meeting notes and documentation related to the LLN BRG.
2. Maintains membership and attendance rosters.
3. Serve a one-year term, additional terms may be consecutive.
4. Schedules in person meeting spaces and coordinates with BRG Coordinator for creating virtual meetings/events.
5. Other duties as assigned by Co-Chairs.
6. May step in to represent the LLN in the event the Co-Chairs are unavailable.

Secretary

1. Supports the Executive Administrative Assistant (EAA) in all matters.
2. Co-pilots (with EAA) board and General Membership meetings on Teams/Zoom.
3. Supports LLN e-mail box responses.
4. Updates and revises the LLN charter.
5. Serve a one-year term, additional terms may be consecutive.
6. After the term is complete, provide training and support to the new Secretary.

Executive Sponsor

1. Ideally, an agency director level or above provides executive level guidance and leadership to members of the LLN BRG.
2. Champion for the community of Latine people and state workforce inclusion.
3. A strong advocate for people of the Latine Community.
4. Guides dispute resolution among LLN members at the request of the Co-Chairs.
5. The Executive Sponsor will be the tie-breaking vote for the executive board.
6. Acts as a champion for activities supported by the BRG by collaborating with other state agency leadership to foster their commitment and support.
7. Assist the BRG in identifying and capitalizing on available resources to complete the BRG action plan and activities.
8. Assist BRG in obtaining funding sponsorships.
9. If the Executive Sponsor is unable to continue to fill the role and a vacancy is foreseen, the incumbent shall provide a list of potential candidates to fill the Executive Sponsor role to LLN's Leadership. The LLN Executive Board (current executive sponsor may be a part of this as willing/able) will work collaboratively to fill this position.
10. Has the ability to vote on LLN matters and in LLN general elections.
11. Will confirm a majority vote of each elected office before formal announcement at the January General Membership meeting.

OFM/SHR Administrative Support and BRG Coordinator

1. Advises Executive board on any matters pertaining to policy and procedure.
2. Serves as liaison to facilitate information sharing between SHR, stakeholders, and partners.
3. If BRG Coordinator appoints a proxy to attend the LLN meeting, the proxy and/or BRG Coordinator will inform Executive Leadership they are attending the meeting in the role of BRG Coordinator.
4. Tallies votes for general elections for Executive Leadership positions in the event the Executive Administrative Assistant is a candidate for Co-Chair.
5. Provides instructions to LLN Leadership as needed on how to perform tasks in the virtual meeting platform.
6. Provides IT support during General Membership meetings for the meeting platform on an as needed basis when LLN Leadership is unable to perform the needed tasks.
7. Upon request from LLN Leadership creates zoom meetings for LLN events.

Active Members

1. Active members are Washington State employees who attend LLN meetings, subcommittees, and events, and have attended at least one (1) of the most recent six (6) General Membership meetings prior to a vote. LLN's leadership will review and approve exceptions if extraordinary circumstances prevent a member's regular attendance at General Membership meetings.
2. Community-at-Large: Any individual who is affiliated with the shared interest in the mission of the business resource group but may not be a state employee and may not have attended a General Membership meeting in the past six months. Community-at-Large individuals do not have voting rights.

LLN Code of Conduct Agreement

By Attending LLN Meetings and Events, you agree to conduct yourself according to these guidelines.

1. We are all equals.
2. Maintain respect – for others and yourself, for space and our time.
3. Find places to connect and find commonality – listen to learn, not to judge. Take time to understand the point of view of others.
4. Accept there will be non-closure at times.
5. Be respectful of time when making comments.
6. It is ok to disagree, and to have big feelings, but do so with respect for all. When disagreeing explain why.
7. Actively look for places to agree, connect, and support.
8. Practice openness and engagement. Maintain a respectful tone and volume when sharing an opinion.
9. Value the diversity of the group and the many different sources of knowledge that exist.
10. Listen to the entire message, without interrupting or editorializing.

Conflict Resolution Process

Differences of opinion and communication style will always exist within any inclusive group of people trying to work together, but sometimes conflicts between individuals need to be addressed to ensure the continued effectiveness of the group.

The LLN BRG is committed to promptly and fairly resolving, at the lowest possible level, any disputes, conflicts, or disagreements that may arise among their members. While some conflicts will be resolved by an informal discussion between the members, others may need a process for a successful resolution.

Failure to abide by the LLN Code of Conduct agreement at any LLN sponsored events or meetings will include the following actions:

- a) The Co-Chairs will encourage the disputing parties to work on the dispute between each other.
 - o In the event the dispute is between the Co-Chairs, the Executive Sponsor will encourage the two parties to work on the dispute between each other.
- b) If conflict is still unresolved between the disputing parties, the LLN Co-Chairs will schedule a meeting to discuss.

- c) If after the above meeting a resolution is not found, the disputing parties, LLN Co-Chairs and LLN executive sponsor will schedule a meeting.
- d) If either party involved in the original dispute feels their concerns were not resolved via the above steps, formal mediation will be sought through internal state resources. A maximum of three sessions is recommended.
 - It is the responsibility of the disputing parties to set schedule and attend these sessions.
- e) If the dispute continues to remain unresolved after mediation sessions a member(s) can be removed by a vote of the LLN Executive Board.

If an elected official fails to abide by the LLN Code of Conduct agreement at any LLN sponsored events or meetings will include the following actions:

- a) The Co-Chairs will encourage the disputing parties to work on the dispute between each other.
 - In the event the dispute is between the Co-Chairs, the Executive Sponsor will encourage the two parties to work on the dispute between each other.
- b) If conflict is still unresolved between the disputing parties, the Executive Board will schedule a meeting to discuss.
- c) If after the above meeting a resolution is not found, the disputing parties, LLN Co-Chairs, and LLN executive sponsor will schedule a meeting.
- d) If either party involved in the original dispute feels their concerns were not resolved via the above steps, formal mediation will be sought through internal state resources. A maximum of three sessions is recommended.
 - It is the responsibility of the disputing parties to set schedule and attend these sessions.
- e) If the dispute continues to remain unresolved after mediation sessions a member(s) can be removed by a vote of the LLN Executive Board.
- f) If an elected official is involved in the dispute and a resolution has not been obtained via the above steps, an elected official may be removed from office by a vote of the active LLN members.

If any of the disputing parties fail to comply with the above resolution process

without good cause, LLN Leadership can vote on the immediate removal of the non-compliant party.

Immediate removal from event meeting, event, or active membership of a member or Co-Chair can occur at any time if threats/acts of intimidation and/or retaliation occur, as so deemed by the executive board of LLN. If the acts are committed by LLN Leadership, then the executive sponsor can make the determination to have the elected official removed from position until the LLN executive board can make a final determination.

- g) is involved in the dispute and a resolution has not been obtained via the above steps, an elected official may be removed from office by a vote of the active LLN members.

If any of the disputing parties fail to comply with the above resolution process without good cause, LLN Leadership can vote on the immediate removal of the non-compliant party.

Removal of LLN Leadership from Elected Position

Any member of the LLN Leadership may be removed from their leadership position by a majority vote of the Active Membership.

1. Any active member of LLN may bring forth a motion to vote on the removal of someone in a LLN leadership position.
2. Once a motion has been brought forth it must be seconded.
3. If seconded, a meeting will be held of LLN active members to discuss the issues at hand and a vote will be taken at that meeting on the decision of removal made by a pass/fail majority.
4. If a member of LLN Leadership is removed from their elected position the executive sponsor will provide the BRG coordinator with a written reason outlining the steps taken and the reason for the removal of an elected Co-Chair
5. The BRG coordinator has the ultimate responsibility for determining if and how the removed official's workplace will be informed.
6. The elected member would remain an active member of the LLN after removal from the elected position unless removal was due to a threat/act of violence, intimidation, or retaliation as deemed by the remaining executive board.

7. The elected member would be excluded from running for LLN Leadership in the next election cycle.

Decision Making Model

Elections

1. Active members of the LLN BRG are considered voting members. This includes LLN Leadership as outlined under “LLN Leadership.”
2. To vote for elected positions, membership must have attended at least one (1) General Membership meeting throughout the last 6 months to date.

By-Law Amendments

1. Any active member of the LLN BRG may propose an amendment to the by-laws. The proposal for changes for a new amendment(s) to the by-laws will need to be sent out at least 14 calendar days before the next General Membership meeting to be considered at that meeting.
2. The main motions must be seconded, meaning that a second member expresses a desire to have the motion considered by the group.
3. The LLN executive board will discuss and draft the proposed changes to ensure compliance with state law and regulations; and ensure the proposed change does not have unintended consequences for this or other BRGs. If the proposal is not accepted for these reasons, LLN executive board members will provide justification in writing and communicate it to LLN members.
4. Once changes are passed by initial OFM/SHR review, then the LLN Leadership will draft a version of the proposed changes and submit to LLN membership at a minimum 14 days before discussion by Active Members at General Membership meeting. If additional changes are needed refer to step 3.

5. Once changes have been discussed, a vote of the Active Members will occur, and if passed will be submitted to OFM/SHR for final review before implementation.

Best Practices for Conducting LLN Business

1. Engage with hiring managers upon request and/or approval of LLN Leadership to actively hire, promote, train, develop, and retain employees from the Latine Community.
2. Create and source media and materials related to a variety of Latine Community topics.
3. Educate about barriers and biases in the workplace through in person/virtual training, LLN created videos, and other materials (handouts, pamphlets, brochures etc....) to be made available on the LLN website.
4. Engage and partner with Latine employees in all stages of their career from new hires to retirement.
5. Share resources for inclusive work activities through GovDelivery emails, posting on the LLN website, and at LLN trainings and events.
6. Consult with agencies and LLN Leadership, as requested, on issues and policy related to equity, inclusion and belonging.
7. Identify the gaps and barriers for Latine people within marginalized communities.
8. Increase awareness of the intersectionality of identity(s) for Latine people.
9. Provide training and educational materials on issues related to equity and belonging.

Subcommittees

1. Subcommittees can be set up at any time to fit the needs of the BRG and the community.
2. All subcommittees will submit materials/media to LLN Leadership for approval.
3. All subcommittees will work in coordination with the Communication and Marketing subcommittee for any materials to be posted on the LLN website and/or social media accounts.

Subcommittee Roles

Leads

1. Schedule and facilitate subcommittee meetings.
2. Submit recommendations from subcommittee to the leadership for approval.
3. Ensures LLN Leadership is informed of any barriers that arise as soon as possible.
4. There are no required term limits for subcommittee leads. It is preferred for leads to assume responsibility for one year. Transitions in leadership are encouraged as part of LLN'S professional development opportunities.
5. Subcommittee leadership can change at any time as decided upon by subcommittee members and LLN Leadership.

LLN Nominations and Elections

Elected Officers

1. Co-Chair
2. Co-Chair

Elections for Co-Chairs will occur on-line in December.

1. The elected officers serve a minimum of twelve (12) months with up to an additional (6) months at the end to help newly elected officers' transition, with moving into a new position.
2. Any active member can submit nominations either for themselves or other active members of LLN for the elected officer positions.
3. Results will be announced at the next General Membership meeting.
4. Newly elected Co-Chairs will officially take office on the first business day in January.

Election Process

- LLN will hold elections annually.

- The term will be one (1) year and those currently in the elected positions may be re-elected for no more than two (2) consecutive terms.
- Active voting members can self-nominate for a position or have someone else nominate them. Nominees must have a conversation with the leadership about their desire to serve as an elected official for LLN. LLN will notify members nominated by others as we receive such nominations, allowing individuals to prep their bios and inform their leadership.
- Individuals can only run for one position. Nominees must be Active Members. Nominees must receive supervisor approval to run for an elected position.
- Nominees will submit a brief biography (voter pamphlet style). This is an opportunity for LLN members to get to know you and understand what strengths and experience you will bring to the role.
 - 100 - 200-word limit
 - personal background & relevant experience
- In the event of a tie, a run-off election will take place to break the tie.
 - If there is still a tie after the run-off election, the Executive Sponsor will make the final decision.

Election Timeline

- September 1st nomination submissions open.
- Nominations submission is due by November 1st.
 - Verifications/acceptance of nominations by nominees, including biography submission.
 - Nominees will be announced at the December General Membership meeting.
- Third (3) week of December.
 - Elections
- Fourth (4) week of December
 - Election Results
 - Executive Sponsor will certify election results and they will be announced through GOV Delivery.
- First week in January: New leadership transition period begins.

Vacancy

1. In the event the Co-Chair position becomes vacant, the other Co-Chair calls for a special election to fill the vacant Co-Chair position.
2. If both Co-Chair positions are vacant, LLN's active members can call for a special election within 45 days of vacancy.
3. In the event of a Co-Chair vacancy, LLN Leadership may appoint a member of the active members into a vacant Co-Chair position subject to the approval of the active members. The interim officer will serve until the newly elected officer takes office.

Operations

Operational Cost

1. LLN Leadership will meet to determine options to cover cost for all LLN BRG operations, activities, and events.
2. Member agency costs may include, but are not limited to, de Minimis use of state resources, to include:
 - Email
 - Meeting rooms
 - Transportation
 - Presentation or handout materials
 - Staff resource time

Michaela Doelman
Michaela Doelman (Jul 9, 2024 15:36 PDT)

Michaela Doelman
Chief Human Resources Officer

David Puente Jr
David Puente Jr (Jul 10, 2024 13:58 PDT)

David Puente Jr.
LLN Executive Sponsor








LLN Charter and Bylaws_updated

Final Audit Report

2024-07-10

Created:	2024-07-09
By:	Indira Melgarejo (indira.melgarejo@ofm.wa.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAtM67Jz_72-mlxAb3oXR9xDYC_3zexjw4

"LLN Charter and Bylaws_updated" History

-  Document created by Indira Melgarejo (indira.melgarejo@ofm.wa.gov)
2024-07-09 - 9:58:04 PM GMT
-  Document emailed to Michaela Doelman (michaela.doelman@ofm.wa.gov) for signature
2024-07-09 - 10:17:45 PM GMT
-  Email viewed by Michaela Doelman (michaela.doelman@ofm.wa.gov)
2024-07-09 - 10:35:26 PM GMT
-  Document e-signed by Michaela Doelman (michaela.doelman@ofm.wa.gov)
Signature Date: 2024-07-09 - 10:36:03 PM GMT - Time Source: server
-  Document emailed to david.puente@dva.wa.gov for signature
2024-07-09 - 10:36:04 PM GMT
-  Email viewed by david.puente@dva.wa.gov
2024-07-10 - 8:47:55 PM GMT
-  Signer david.puente@dva.wa.gov entered name at signing as david Puente Jr
2024-07-10 - 8:58:09 PM GMT
-  Document e-signed by david Puente Jr (david.puente@dva.wa.gov)
Signature Date: 2024-07-10 - 8:58:11 PM GMT - Time Source: server
-  Agreement completed.
2024-07-10 - 8:58:11 PM GMT