



Washington State
Liquor Control Board

MEMORANDUM

DATE: June 3, 2009

TO: Pat Parmer, Chief of Enforcement and Education Division

CC: Pat Kohler, Administrative Director

FROM: Lorraine Lee, Board Chairman
Roger Hoen, Board Member
Ruthann Kurose, Board Member

SUBJECT: Delegation of Authority for Administrative Complaints

Background

WAC 314-42-051(3) sets forth the procedures for drafting administrative complaints as cases are prepared for administrative hearings. Currently, Board Members review and authorize all complaints after they are drafted by the assistant attorneys general.

At the Executive Management Team meeting on May 27, 2009, it was discussed and agreed upon that the decision to approve or disapprove administrative complaints should be delegated to the chief of the enforcement and education division. Such delegation would promote efficiency and streamline administrative decision-making. It also furthers the Board Members' priorities for the agency's 2009-11 Strategic Plan, including continuous improvement of agency operations.

Delegation of Authority

Therefore, in accordance with WAC 314-42-010(1), (3), we delegate decision making authority for administrative complaints to the chief of the enforcement and education division. This delegation of authority is effective July 1, 2009.