

ACTION ITEM MEMO

Port of Tacoma Commission



Item No: 5C
Meeting Date: 8/15/23

DATE: 7/25/2023
TO: Port of Tacoma Commission
FROM: Eric Johnson, Executive Director
Sponsor: Erin Galeno, Chief Financial & Administrative Officer
SUBJECT: Resolution 2023-11-PT - Appoint Lisa Billak as Public Records Officer

A. ACTION REQUESTED

Request Commission approval of Resolution 2023-11-PT to appoint Lisa Billak as the Public Records Officer for the Port of Tacoma.

B. BACKGROUND

RCW 42.56.580 requires that each state and local agency shall appoint and publicly identify a public records officer whose responsibility is to serve as point of contact for members of the public in requesting disclosure of public records and to oversee the agency's compliance with the public records disclosure requirements.

The proposed Resolution appoints Lisa Billak, Records Program Manager, as the Port's designated Public Records Officer. Erin Galeno, Chief Financial & Administrative Officer was previously designated as the Port's Public Records Officer by the Commission on July 18, 2019. With the creation of the Records Program Manager role; her oversight of the Port Records Program and public records request process; and being an American Records Management Association (ARMA) Certified Public Records Officer, Lisa Billak should be appointed as the Port's Public Records Officer.