

1 **BEFORE THE PERSONNEL RESOURCES BOARD**

2 **STATE OF WASHINGTON**

3 HEATHER BROWN, )  
 4 Appellant, )  
 5 v. )  
 6 DEPARTMENT OF SOCIAL AND HEALTH )  
 7 SERVICES )  
 8 Respondent. )

PRB Case No. R-ALLO-15-022

**ORDER OF DISMISSAL**

9 This matter came before the Personnel Resources Board, NANCY HOLLAND YOUNG, Chair,  
10 SUSAN MILLER, Vice-Chair, and VICKY BOWDISH, Member, for dismissal pursuant to WAC  
11 357-52-215 and WAC 357-52-020.

12 WAC 357-52-215 provides, in relevant part:

13 The board may dismiss an appeal on its own motion when:

- 14 (1) An appellant has failed to provide information required under WAC 357-52-020.

15 WAC 357-52-020 provides, in relevant part:

16 ...

- 17 (3) An appeal on exception to a director’s determination must also detail the specific
- 18 items of the director’s determination to which exception is taken...

19 On September 10, 2015 Board staff received Ms. Brown’s appeal taking exception to the director’s  
20 determination regarding the allocation of her Social Services Specialist 3 position. The director’s  
21 determination was dated August 26, 2015.

22  
23 In accordance with WAC 357-52-045, by letter dated September 15, 2015, Board staff directed Ms.  
24 Brown to provide the specific items of the director’s determination to which exception is taken. The  
25 letter notified Ms. Brown that she must provide the specific exceptions to the Board within twenty-

1 one (21) days of the date of the letter. Ms. Brown did not provide the required information in  
2 response to the letter.

3 By letter October 7, 2015, the Board served Ms. Brown and Department of Social and Health  
4 Services (DSHS) with a Notice of Potential Dismissal. The Notice of Potential Dismissal notified  
5 the parties that the appeal would be dismissed unless, within fifteen (15) calendar days following the  
6 date of service of the notice, the Board received a written request showing good cause why the  
7 appeal should not be dismissed.

8  
9 Neither Ms. Brown nor DSHS submitted a response to the Notice of Potential Dismissal.

10 The Board having reviewed the file and records herein and being fully advised in the premises now  
11 enters the following:

12  
13 **ORDER**

14 NOW, THEREFORE, IT IS HEREBY ORDERED that the appeal of Heather Brown v. Department of  
15 Social and Health Services, PRB Case No. R-ALLO-15-022, is dismissed.

16 DATED AND MAILED this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

17  
18 WASHINGTON PERSONNEL RESOURCES BOARD

19  
20 \_\_\_\_\_  
21 NANCY HOLLAND YOUNG, CHAIR

22  
23 \_\_\_\_\_  
24 SUSAN MILLER, Vice-Chair

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26 \_\_\_\_\_  
VICKY BOWDISH, Member