

UNITED STATES
SECURITIES AND EXCHANGE COMMISSION
Washington, D.C. 20549

FORM 8-K

CURRENT REPORT
Pursuant to Section 13 or 15(d) of
the Securities Exchange Act of 1934

Date of Report (Date of earliest event reported): September 16, 2020

BARRETT BUSINESS SERVICES, INC.

(Exact name of registrant as specified in charter)

Maryland
(State or other jurisdiction of
incorporation)

0-21886
(Commission File Number)

52-0812977
(IRS Employer Identification
No.)

8100 N.E. Parkway Drive, Suite 200
Vancouver, Washington
(Address of principal executive offices)

98662
(Zip Code)

Registrant's telephone number, including area code: (360) 828-0700

Check the appropriate box below if the Form 8-K filing is intended to simultaneously satisfy the filing obligation of the registrant under any of the following provisions:

- ☐ Written communications pursuant to Rule 425 under the Securities Act (17 CFR 230.425)
- ☐ Soliciting material pursuant to Rule 14a-12 under the Exchange Act (17 CFR 240.14a-12)
- ☐ Pre-commencement communications pursuant to Rule 14d-2(b) under the Exchange Act (17 CFR 240.14d-2(b))
- ☐ Pre-commencement communications pursuant to Rule 13e-4(c) under the Exchange Act (17 CFR 240.13e-4(c))

Securities registered pursuant to Section 12(b) of the Act:

Title of each class	Trading symbol(s)	Name of each exchange on which registered
Common Stock, par value \$0.01 per share	BBSI	The Nasdaq Stock Market LLC

Indicate by check mark whether the registrant is an emerging growth company as defined in Rule 405 of the Securities Act of 1933 (§230.405 of this chapter) or Rule 12b-2 of the Securities Exchange Act of 1934 (§240.12b-2 of this chapter).

Emerging growth company ☐

If an emerging growth company, indicate by check mark if the registrant has elected not to use the extended transition period for complying with any new or revised financial accounting standards provided pursuant to Section 13(a) of the Exchange Act. ☐

Item 8.01. Other Events.

On September 16, 2020, Barrett Business Services, Inc. (the “Company”), announced that its Board of Directors has appointed James R. Potts as Executive Vice President and General Counsel, a newly created position. Mr. Potts will be responsible for overseeing the Company’s legal, governance and compliance functions and will be part of the senior management team.

Item 9.01 Financial Statements and Exhibits.

(d) Exhibits: The following exhibit is filed with this Form 8-K:

<u>Exhibit No.</u>	<u>Description</u>
99.1	News Release dated September 16, 2020.
104.1	Cover Page Interactive Data File (embedded within the Inline XBRL document).

SIGNATURES

Pursuant to the requirements of the Securities Exchange Act of 1934, the registrant has duly caused this report to be signed on its behalf by the undersigned thereunto duly authorized.

BARRETT BUSINESS SERVICES, INC.

Dated: September 16, 2020

By: /s/ Anthony J. Harris
Anthony J. Harris
Executive Vice President and Chief Financial Officer



BBSI APPOINTS JAMES R. POTTS AS EXECUTIVE VICE PRESIDENT AND GENERAL COUNSEL

VANCOUVER, Washington – September 16, 2020 – Barrett Business Services, Inc. (BBSI) (NASDAQ: BBSI), a leading provider of business management solutions, has appointed James R. Potts as Executive Vice President and General Counsel, a newly created position. He will be reporting to BBSI's Chief Executive Officer, Gary Kramer.

James joins BBSI from Cozen O'Connor, a nationally recognized full-service law firm, with more than 750 attorneys in 29 cities, where he co-chaired the Insurance Corporate and Regulatory Practice. He has more than 25 years of legal experience representing clients in a cross section of industries.

James will be responsible for overseeing BBSI's legal, governance and compliance functions and will be part of the senior management team.

"James' transactional, compliance and major litigation management experience, and talent for guiding organizations on legal and strategic matters, will be a tremendous asset for us. We are thrilled he is joining the BBSI team," said BBSI CEO Gary Kramer.

Commenting on his new position, Potts said: "I am honored to be selected for the positions of Executive Vice President and General Counsel at BBSI. I look forward to being part of a talented team focused on providing outstanding service and pursuing continued company growth."

About BBSI

BBSI (NASDAQ: BBSI) is a leading provider of business management solutions, combining human resource outsourcing and professional management consulting to create a unique operational platform that differentiates it from competitors. The Company's integrated platform is built upon expertise in payroll processing, employee benefits, workers' compensation coverage, risk management and workplace safety programs, and human resource administration. BBSI's partnerships help businesses of all sizes improve the efficiency of their operations. The Company works with more than 7,200 clients across all lines of business in 31 states. For more information, please visit www.mybbsi.com.

Forward-Looking Statements

Statements in this release about future plans, expectations or performance are forward looking statements which involve known and unknown risks, uncertainties and other factors that may cause the actual results of the company to be materially different from any future results expressed or implied by such forward-looking statements. Important factors that may affect the company's future prospects are described in the company's 2019 Annual Report on Form 10-K.

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