

Agenda

Executive Board Meeting

Thursday, January 29, 2015 • 10:00am - 12:00 pm
1E-121, Bellevue City Hall, WA

Audio: 1-877-848-7030 and then NEW Access Code 8765293
Visual: GoToMeetings at <https://global.gotomeeting.com/join/526687277>

Consent Items

Approval of September 19th, 2014 Executive Board Meeting Minutes (attached)

Strategic Issues, Planning and/or Action Items

1. SPP Path Forward Decision (1 hour) – Board
 - a. Discuss SPP recommendation
 - b. Request Partner decision

2. Update on eCityGov Priorities (10 minutes) - Tracy
 - a. Update on MBP business development, project change, and key tasks
 - b. GovJobsToday.com (GJT) Demo
 - c. NWProperty.net (NWP) Demo

3. New Resolutions for Partner Signature (5 minutes) - Bob
 - a. Request approval of 2015 meeting times
 - b. Request approval of Executive Director position

4. Financial Policy (5 minutes) - Tracy
 - a. Request Partner approval for addition of “credit card” language

5. Partner Rates for 2015

6. Withdrawal from Partnership (10 minutes) - Bothell
7. ED request for Guidance (15 minutes) - Tracy
 - a. Analysis of eCityGov cost structure
 - b. Subscription termination without proper notice
8. Review of ED performance (15 minutes)- Board

Minutes

Executive Board Meeting

*Friday September 19th 2014 • 9:00-11:00 pm
1E-120, Bellevue City Hall, WA*

Executive Board Attendees: Bob Harrison, Chair (By phone) Issaquah; Toni Cramer for Brad Miyake, Bellevue; Mike Kaser for Noel Treat, Mercer Island; Kurt Triplett, Kirkland (By phone); Peter Troedsson for Bob Stowe, Bothell; Bob Larson, Snoqualmie; Nancy Ousley, Kenmore (By phone), Joe Guinasso for Lyman Howard, Sammamish.

Operations Board Attendees: Rick Berman (Co-Chair), Bellevue; PJ Rodriguez (Co-Chair), Snoqualmie.

Committee Chairs and Other Staff: Tracy Jones (Executive Director, eCityGov); Neelam Sharma, eCityGov; Kim Dowden, Tom Phillips (MBP Chair), Kirkland.

Call to Order

The meeting was called to order at 9:10am by Toni Cramer.

Consent Items

Approval of July 25th, 2014 Executive Board Meeting Minutes (attached)

Motion was moved by Bob Harrison to approve the July 25th, 2014 minutes; it was seconded by Peter Troedsson and was approved by all.

Strategic Issues, Planning and/or Action Items

9. MBP Progress Report (20 minutes) - Tracy
 - a. Update on finalized business plan and work plan
Tracy shared the finalized MBP Business Plan and the Work Plan, which included feedback from the MBP Management Team.
 - b. Review Executive Level MBP Roadmap
Tracy shared a DRAFT of the MBP Executive Level Roadmap and explained the different tasks and their timelines on the roadmap.
 - c. Update on upcoming demos/discussions with Auburn and King County
Auburn and King County has shown interest in MBP portal. A demo is scheduled for Auburn on October 13 and Tracy will follow up with King County.

10. SPP Progress Report (30 minutes) - Tracy

a. Discuss SPP Survey results

Tracy shared her findings from the SPP survey. The survey was conducted to find out the procurement needs of the participating agencies, how they are using SPP, and what their experience has been using WebProcure. The information from this survey helped to clarify which Agencies are using and not using WebProcure and which Agencies find the tool difficult to use. Mike Kaser stated that he would like to see a win-win solution for SPP when the final decision is made keeping in mind that there are agencies that are using this tool but there are also agencies that are not using it at all but paying for it.

b. Review SPP improvement efforts

More training is being planned for SPP users to enhance their user experience. Leil has created three (3) user roles which will help simplify the user interface. The training documentation will be based on the three (3) users roles and responsibilities.

11. Status Update for Other Programs (10 minutes) - Tracy

a. Brief status for NWP, GJT, and MPR

- NWM team excited to begin working on marketing for the portal.
- NWP team plans to demo NWP at the regional meeting in December.
- GJT team agreed to start marketing discussion at the next GJT meeting in October.
- MPR team will be meeting in October to better understand opportunities for working together in the future. Bellevue developed the draft RFP and can distribute it to other Cities for review/usage. RFP process will be initiated in mid-2015.

b. NWM demo for Mill Creek

- NWM conducted a demo in Mill Creek which went well and now is waiting to hear back about their decision.
- Tracy shared that she is working with teams to get tighter demos for all the portals for better marketing opportunities.

12. Discuss Executive Level Dashboard to track Program performance and jurisdiction participation (30 minutes)

a. What metrics is the Executive Board interested in seeing?

The Board expressed interest in performance metrics that show Jurisdiction/Agency participation, regional usage/success, and financial performance. Tracy will bring some recommendations/examples to the next meeting for Board feedback.

b. What data is available?

Board would like know the percentage of all the permits issued electronically compared at the regional level.

13. Other Discussion

Toni suggested adding an Action to each item in the Agenda so that the Board is clear on whether an item needs a decision, is for information only or is a discussion item.

Adjournment

Motion was moved by Toni Cramer to adjourn the meeting at 10:40am; it was seconded by Bob Larson and favored by all.