

# Agenda Executive Board Meeting

*Friday, June 30th • 10:00-12:00pm*

*Bellevue City Hall, Room 1E-109*

*Audio - Please call 1-877-848-7030 and then NEW Access Code 8765293.*

## Consent Items

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Approval of April 28th, 2017 Executive Board Meeting Minutes (attached)

## Strategic Issues, Planning and/or Action Items

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1. eCityGov Alliance State of Organization (10 minutes)
2. Amended Legal and Financial Documents (60 minutes)
  - Board Action: Discuss and Finalize Interlocal Agreement
  - Board Action: Discuss and Finalize Bylaws Agreement
  - Board Action: Discuss and Finalize Financial Policies
  - Resolutions: Discuss and Finalize Resolutions with Legal Documents
3. Housekeeping – Resolutions (10 minutes)
  - Board Action: Confirm Prior Actions on Resolutions
4. Mid-Bi Budget Changes for 2018 Budget (15 minutes)
  - Board Action: Discuss and Finalize Budget
5. Annual Forum – Draft Agenda (5 minutes)
  - Board Action: Board Feedback
6. Strategic Communications Plan – High Level Overview of Draft Plan (10 minutes)
  - Board Action: Board Feedback by email for Final Plan to be submitted at September Board Meeting

# Minutes Executive Board Meeting

*Friday, April 28th • 10:00am - 12:00pm  
1E-109, Bellevue City Hall*

*Call in only: Audio - 1-877-848-7030 and then NEW Access Code 8765293.*

## **Strategic Issues, Planning and/or Action Items**

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**Principal Executive Board Attendees:** Tracey Dunlap, Kirkland; Nathan McCommon, Bellevue; Nancy Ousley, Kenmore; Bob Harrison, Issaquah; Aaron Antin for Lyman Howard, Sammamish; PJ Rodriguez for Bob Larson, Snoqualmie.

**Subscriber Executive Board Attendees:** Don Cole, Mercer Island; Barb Mock, Snohomish County.

**Other:** Tracy Jones, eCityGov; Sabra Schneider, Bellevue; Warren Cheney, King County; Michele Miller, eCityGov; Gregg Schneider, City of Bellevue; Nicolas Lee, Snoqualmie; Victoria Michailova, eCityGov.

## **Call to Order**

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The meeting was called to order by Tracey D at 10:05am.

## **Consent Items**

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Approval of February 24, 2017 Executive Board Meeting Minutes.

Motion to approve February minutes by Nathan, seconded by Nancy and approved by all.

## **Strategic Issues, Planning and/or Action Items**

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### 7. eCityGov Alliance Update - Tracy

Tracy presented a summary of the eCityGov SLA status report. Registered Basics project Go Live on April 1<sup>st</sup> was a big success. Website redesign project is back on track after unexpected increase in the hours required. The Website project was initially scoped at 500 hours and was re-estimated in January 2017 at 924 hours. The new estimate was the result of the November 2016 decision to implement Drupal instead of HTML for better content management (CMS).

Tracy submitted a change control request to utilize unused Business Analyst (BA) and Project Manager hours (through May 2017) to complete the project.

Tracy asked for feedback on how the Executive Board would prefer to receive status reports, by e-mail or from a SharePoint link. It was decided that SharePoint links might work better and Tracy is going to test the new delivery method with May status update to Board.

8. King County First Amendment to Subscription Agreement
  - Board Action: Request Board Approval

Tracy reviewed the King County onboarding plan and noted that the \$60K onboarding fee covered regular onboarding tasks (as specified in the Onboarding Calculator). The First Amendment would set up a tool to execute additional hours to successfully implement MBP at King County. Tracey D noted that the amendment defines services and covers the cost of additional hours to provide service. Gregg confirmed that MBP Management team considers the amendment critical for King County to successfully onboard. Barb Mock stated that Snohomish County also used a lot of Alliance resources for onboarding and that the Alliance would benefit from a mechanism to scope, resource, and recover cost for additional onboarding assistance. Warren mentioned that King County previously considered other options, but that MBP staff would provide the most efficient and effective way to onboard.

Concerns were raised on Item VI, point 2. Recommendation to revise and remove “for 2017” and maintain the phrase “Total Supplemental Onboarding is not to exceed \$50,000”.

Aaron moved a motion to approve King County First Amendment to Subscription Agreement with a change in Item VI, point 2. Bob seconded and the amendment was approved by all.

9. Staffing Request
  - Board Action: Request Board Approval

Tracy presented the business case for a MBP staffing increase. Increasing the second MBP Business Analyst position from 0.5 to 1.0 FTE would provide a total of 3.0 FTE business/program resources and will enable more effective hiring of knowledgeable staff. It is difficult to share resources with Bellevue IT since the staffing needs are often different. Additionally, there is an ongoing need for additional staff with skills necessary to work within the government sector and to interact with multiple jurisdictions. The 2017, funding for the additional staffing will come from the King County onboarding revenue and the 2016 Bellevue IT refund. The additional revenue from King County will enable the continued funding in future years.

Sabra noted that adding additional positions is usually done at mid-bi. However, Nathan and Sabra are looking into options to speed the process and request a Council approval quicker.

Tracy warned that delaying the recruitment for this position might bring some of the scheduled projects to yellow and red status (behind schedule).

A motion to approve the staffing request was moved by Aaron, seconded by PJ and approved by all.

#### 10. 2017/2018 Service Level Agreement

- Board Action: Request Board Approval

Sabra pointed out that the 2017/2018 Service Level Agreement (SLA) had been carefully developed to resolve previous pain points and to create new processes for a stronger partnership between the Alliance and City of Bellevue. The SLA is different from previous years in reflecting change control process, risk management process and reporting requirements.

Tracey D noted that the SLA defines process and documentation, how information is communicated to the Board and what is reported from the service provider to ED and then to the Board. It clarifies the relationship between the service provider and the Board.

A motion to approve the Service Level Agreement was moved by Nancy, seconded by Aaron and approved by all.

#### 11. Amended ILA

- Board Action: Discuss Potential Changes

Tracy noted that the Interlocal Agreement (Agreement), Bylaws, and Alliance Roles and Responsibilities were related and need to be updated and approved at the same time. Tracy and Tracey D will solicit feedback from the Board prior the June Board meeting. Tracey D noted that the Board can make changes to ILA, but some changes may trigger legislative review.

The existing ILA did not clearly specify cost allocation and payments by Principals not using Alliance programs. Since Bellevue does not use GJT, the Agreement may need to add more clarity around cost allocation to Partners not using programs. Additionally, the primary cost allocation method in the Agreement may need to be revised, because two (2) of the three (3) programs use population for cost allocation, but MBP does not. It was agreed that program decisions and cost allocation be put on the work plan for the end of 2017.

#### 12. Amended Bylaws

- Board Action: Discuss Potential Changes

Tracy presented the new section on non-voting subscriber Board members. The non-voting subscriber members are given the same participation except for voting rights and other

exceptions in the revised Bylaw document. Subscriber representatives will serve a two (2) year term.

13. Annual Forum – Timeframe and Committee

- Board Action: Discuss Location/Timeframe Options

Tracy asked for a direction on this year's Alliance Annual Forum. She offered two options: 1) Focus on MBP only and combine the MBP Annual meeting and Alliance Forum; 2) Show a broader level of collaboration and organize a separate event that would include a larger audience. It was decided that the goal for this year was to focus on MBP and current leadership and that the Alliance Annual Forum could be combined with MBP Annual Meeting.

**Adjournment**

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The meeting was adjourned at 11:40am.