

Agenda Executive Board Meeting

Friday, December 15 • 10:00-12:00pm

Kirkland City Hall, Peter Kirk Room

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

Consent Items

Approval of October 27, 2017 Special Executive Board Meeting Minutes (attached)

Strategic Issues, Planning and/or Action Items

1. Update from Interim Executive Director
 - Member Agency Interviews and Executive Director Recommendation
 - 2017 Budget Update
 - Report on Potential Options for GovJobsToday
 - 2018 Proposed Project Priorities

2. Approval to Extend Agreement with the City of Kirkland for Interim Executive Director Services
 - Board Action: Discuss and Vote on Agreement Extension

3. Replacement of Treasurer and Setting 2018 Executive Board Meeting Dates
 - Board Action: Discuss and Finalize Resolution appointing the City of Kenmore to fill the vacated Treasurer position
 - Board Action: Discuss and Finalize Resolution Establishing 2018 Executive Board Meeting Dates

Minutes

Special Executive Board Meeting

Friday, October 12, 2017 • 9:00am - 10:00am
Kirkland City Hall, Norkirk Room

Call in only: Audio – 425-587-3975

Strategic Issues, Planning and/or Action Items

Executive Board Attendees: Tracey Dunlap, Kirkland; Nathan McCommon, Bellevue; Aaron Antin, Sammamish; PJ Rodriguez, Snoqualmie; Bob Harrison, Issaquah (by phone); Nancy Ousley, Kenmore (by phone).

Subscriber Board Attendees: Barb Mock, Snohomish County (by phone).

Other: Sabra Schneider, Bellevue; Nicholas Lee, Snoqualmie; Victoria Michailova, eCityGov.

Call to Order

The meeting was called to order by Tracey D at 9:10am.

Action Items

1. Roll Call

Partners: City of Bellevue – present; City of Issaquah – present; City of Kirkland – present; City of Kenmore – present; City of Sammamish – present; City of Snoqualmie – present.

2. Audience Comment

Tracey D opened the special meeting with a statement that Tracy Jones, Executive Director of eCityGov, resigned effective Friday, October 6th. In her resignation letter, Tracy J offered her assistance through the transition.

There were no other comments prior to the resolution discussion.

3. Resolution – Authorizing the Chair of the Executive Board to enter into negotiations and to execute an agreement relating to transition services given the resignation of the Executive Director

Tracey D requested the Board consider a resolution to enter into a contract with Tracy Jones with a set time frame, up to a certain amount and with specified deliverables. To start the discussion, Tracey D suggested the end of the contract to be November 30th and the amount not to exceed \$20,000. Tracy Jones tasks might include completion of the review of the eCityGov legal documents and drafting a Council memo to be presented to Council of each jurisdiction, transition conversations about the future of GovJobsToday and NWProperties and provide support to the interim Executive Director.

Motion to approve the resolution was moved by Aaron and seconded by Nancy.

A discussion of the resolution was opened. Aaron expressed his concern on the length of the contract. Tracey D pointed that a work plan for next year was already developed. She suggested a possible option of Marilynne Beard, Deputy City Manager of City of Kirkland, serving as an interim Executive Director until the end of the year or until assessment of the Alliance was completed (with the Alliance compensating Kirkland the amount they budgeted for the Executive Director and Kirkland absorbing the cost above that amount). Sabra assured the Board that on the technical side Bellevue was on good track with a second Business Analyst starting in a week. PJ raised the question of the timeline and the cost of the transition plan and asked whether there was a concern with City of Kirkland having a Board Chair and interim Executive Director representing the Alliance. After a short discussion on the interim Executive Director position, it was decided that the Board will revisit the discussion in a following meeting, next week if possible. Tracey D. noted that if Board members had other options for an interim in the near term, they should let her know as soon as possible.

Nathan requested the contract with Tracy Jones include compensation based on deliverables rather than on hours. Tracey D agreed to work on a contract that will include a mix of hours and deliverables as a compensation. Nancy expressed her desire to have a Board communication to all groups as soon as possible.

An amendment to the motion on the table was moved by Aaron and seconded by Nicholas to have a 60-day contract but was voted down unanimously.

A second amendment to the motion on the table was moved by Nathan and seconded by Nicholas for a 30 days contract with option to extend up to 60 days with Board approval. The compensation would be a mix of pay based on deliverables and hours and not to exceed \$25,000. The motion was approved unanimously.

Next steps: 1) Tracey D will work with staff to try to set up a special meeting next week to discuss the interim Executive Director position. She requested to waive the 10-day notice set in the ILA. 2) The regular Executive Board meeting is on October 27th and all partners need to be present to adopt the ILA changes. 3) Sabra will share with the Board the message communicated in Bellevue and to the MBP teams.

Nicholas pointed that the transition plan would have a budget impact. The biannual budget has to be developed at the beginning of next year. Bellevue will work with Nicholas in assessing the impact.

Adjournment

A motion to adjourn by Aaron, seconded by PJ. The meeting was adjourned at 9:45am.