

Agenda Executive Board Meeting

Friday, October 27th • 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 September 15th, 2017 Executive Board Meeting Minutes (attached)

Approval of October 12th, 2017 Special Executive Board Meeting Minutes (attached)

Strategic Issues, Planning and/or Action Items

1. Amended Legal and Financial Documents
 - Resolution: Vote on Resolution 2017-06 Approving Amended and Restated Interlocal Agreement
 - Discussion: Process for Approving Revisions to Bylaws and Financial Policies

2. Approval of Interim Executive Director and Transition Services Agreements
 - Board Action: Review and Discuss Interim Executive Director Agreement with City of Kirkland
 - Board Action: Review and Discuss Transition Services Agreement with City of Kirkland
 - Resolution: Vote on Resolution 2017-07 Approving Transition Services Agreements

Minutes Executive Board Meeting

*Friday, September 15th • 10:00am - 12:00pm
Council Chambers, Kirkland City Hall*

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

Strategic Issues, Planning and/or Action Items

Executive Board Attendees: Tracey Dunlap, Kirkland; PJ Rodriguez, Snoqualmie; Sabra Schneider, Bellevue; Nancy Ousley, Kenmore.

Subscriber Board Attendees: Warren Cheney, King County; Don Cole, Mercer Island.

Other: Tracy Jones, eCityGov; Nicholas Lee, Snoqualmie; Enzhou Wang, Bellevue; Michele Miller, eCityGov; Victoria Michailova, eCityGov.

Call to Order

The meeting was called to order by Tracey D at 10:18am.

Consent Items

Approval of June 30th, 2017 Executive Board Meeting Minutes.

Motion to approve June meeting minutes by Sabra, seconded by PJ and approved by all.

Strategic Issues, Planning and/or Action Items

1. eCityGov Alliance Project Update

Status report will be sent out later by Tracy J.

Enzhou Wang, Bellevue IT Manager, was introduced to the Board.

2. Amended Legal and Financial Documents

- 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

Tracy J noted that Pacifica had made several reviews of the legal documents. A supermajority vote was needed to accept the documents. Board members requested more time for review and the presence of all partners when voting. The Board agreed on the following actions: 1) Schedule another call with Pacifica at the end of September so partners can discuss legal documents; 2) Schedule a special meeting in mid-October to vote on final legal documents.

3. GJT and NWP Options

- Board Action: Discuss and feedback from Board. If additional questions, then final decision can be postponed until Dec 15th Board meeting

Tracy J presented an overview and options for GJT and NWP. She noted that the budget would not be finalized until the end of September as cancellation notices could be received by the end of the month. The considerations for these programs' budget include reduced cost to maintenance only, and reduced operations cost. Since Bellevue does not use GJT, Bellevue's contributions are reduced and moved to MBP. Based on the new budget recommendations, the rates for most partners will be lower compared to subscriber rates.

Tracy J reviewed different options for GJT: 1) Close by end of 2020 and provide time and options for Partners and Subscribers; 2) Transition to Crelate with negotiated functionality and member rates; 3) Close by end of 2022 as Bellevue IT will not support WebForms after 2022. GJT budget assumes 200 hours. However, the maintenance cost might go up.

Tracy J presented the options for NWP to be discontinued at the end of 2018 or 2020 and provide time for Partners and Subscribers to identify individual solutions. The Board identified the following actions: 1) Tracy J will discuss GJT with AWC; 2) Tracey D will meet with the NWP group; 3) Tracy J will arrange a presentation from Crelate. The Board agreed to discuss the GJT and NWP options at the December Executive Board meeting.

4. Strategic Communications Plan – High Level Overview of Draft Plan

- Board Action: Board Feedback for plan update

Tracy J discussed the goals, the plan and the timeline of the communications and marketing strategy. She focused on specific communication initiatives that would support the overall strategy such as reputation and brand building, engagement, and thought leadership. She pointed the measurements by which progress and success would be evaluated.

Tracey D noted that it was important also to meet with at risk jurisdictions and to turn attention to good stories. Sabra remarked that relationship building is very important in attracting and onboarding new jurisdictions. Nancy stated that media relations companies might help in branding and creating a positive image.

5. Annual Forum – Draft Agenda

- Request for help reaching out to Potential Members

Tracy J presented a draft agenda for the annual forum. She requested help for reaching out to potential members at executive level.

Adjournment

The meeting was adjourned at 11:40am.

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.