

Agenda

Executive Board Meeting

Friday, April 20, 2018 • 10:00-12:00pm

Kirkland City Hall, Peter Kirk Room

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

Consent Items

Approval of February 16, 2018 Executive Board Meeting Minutes (attached)

Strategic Issues, Planning and/or Action Items

- Information: Update from Interim Executive Director
 - ILA Ratification Update
 - Election of Subscriber Members to Executive Board
 - Subscriber Changes
 - 2018 Annual Business Meeting
 - GovJobsToday Options

- Action: Completion of eCityGov Alliance Reorganization
 - Discussion and vote on Resolution 2018-02 Authorizing and Adopting Agency Bylaws and Repealing and Replacing any Prior Bylaws Adopted by the Board
 - Discussion and vote on Resolution 2018-03 Authorizing and Adopting Agency Financial Policies and Repealing and Replacing any Prior Financial Policies Adopted by the Board
 - Discussion and

- Action: Rotation of Board Officers
 - Discussion and vote on Resolution 2018-04 Setting and Confirming the Board Rotation for the Officer Positions

- Action: Authorization to Executive New Subscriber Agreement
 - Discussion: MyBuildingPermit Committee Voting
 - Discussion and vote on Resolution 2018-05 Authorizing the Executive Director to Execute a Subscriber Agreement for the City of SeaTac

- Discussion: Executive Director Job Description Update and Recruitment Process
- Discussion: 2019-2020 Biennial Budget
 - Summary of Base Budget
 - Proposal to shift expenditures from unrestricted to restricted programs
 - Request to adjust GovJobsToday fees to reflect partial use

Minutes

Executive Board Meeting

Friday, April 20th, 2018 • 10:00am - 12:00pm
Peter Kirk Room, 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; Nathan McCommon, Bellevue; John Traeger, Issaquah; Aaron Antin, Sammamish

Subscriber Board Attendees: Barbara Mock, Snohomish County

Other:

Marilynne Beard, eCityGov Interim Executive Director; Warren Cheney, King County; Michele Miller, eCityGov; M'Lisa Marks, Secretary

Call to Order

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

Consent Items

Motion to approve consent calendar by Aaron Antin, seconded by Nathan McCommon and the motion carried unanimously.

Strategic Issues, Planning and/or Action Items

Update from Interim Executive Director

ILA Ratification Update – all ILAs have been approved and signed. Hard copies have been made for each jurisdiction.

Marilynne Beard described recent Subscriber Changes

City of Lake Stevens has withdrawn from GovJobsToday as of Jan 1, 2018

City of Issaquah has withdrawn from GovJobsToday as of Jan 1, 2019

City of Lake Forest Park and Northshore Utility District

SeaTac is withdrawing from Northwest Properties January 1, 2019.

SeaTac is joining MyBuildingPermit 2018

Woodinville is withdrawing from MyBuildingPermit January 1, 2019 and implementing Accela. Discussion followed regarding what the eCityGov Executive Board can do to facilitate the “passing of the baton” when an employee, who has been active with eCityGov, leaves a jurisdiction.

GovJobToday Options

Marilynne shared that at least two new jurisdictions have expressed interest in subscribing to GovJobsToday, understanding that GJT support may not be available after 2021. The executive Board agreed to allow new subscribers to join GovJobsToday. Discussion ensued regarding adding verbiage to the Subscriber Agreement addressing GovJobsToday no support beyond 2021.

Preliminary estimate for Bellevue Development Team to port GJT to a new platform was received and Marilynne Beard asked for additional detail. Marilynne Beard also met with Crelate, a Kirkland-based software company, to discuss a possible partnership with a revenue sharing arrangement. NeoGov offered a discounted 1-year introductory price to our jurisdictions. There is no savings for jurisdictions that are currently using NeoGov. Discussion about the future of GovJobsToday will continue at a future Board meeting.

Board Action: Discuss and Vote on Rotation of Board Officers

Marilynne presented Resolution 2018-04 Setting and confirming the board Rotation for the Officer Positions. Chair: Aaron Antin, Vice Chair: PJ Rodriguez, Treasurer: Tracey Dunlap

Nathan McCommon made a motion to accept Resolution 2018-04 as presented. Aaron Antin seconded the motion and the motion passed unanimously. Board rotations are effective May 1, 2018.

Board Action: Discuss and Vote on Authorization for Executive Director to Execute a New Subscriber Agreement and Proposed Change in Subscriber Agreement for the City of SeaTac.

Marilynne Beard provided an overview of the recommended changes to new subscriber agreements that changes subscribers from non-voting committee members to voting members. Staff committees generally operate on a consensus basis and all members vote. Barb Mock added historical insight from a subscriber's point of view.

There was agreement that all subscriber agreements need to be consistent. Warren Cheney cautioned that the verbiage needs to be clear. Tracey Dunlap suggested a subscriber agreement subcommittee review the agreements. Marilynne Beard will review the subscriber agreements to identify discrepancies.

Aaron Antin made a motion to approve Resolution 2018-05 authorizing the Executive Director to execute the non-voting subscriber agreement with SeaTac. John Traeger seconded the motion and the motion passed unanimously.

Discussion: Executive Director Job Description Update and Recruitment Process

The Board agreed to search locally for candidates with experience with eCityGov before launching a wider recruitment. The MBP Management Committee strongly advises to keep the current title. It was decided to keep the title of Executive Director.

Salary is currently tied to a City of Bellevue Assistant Director position; minimum \$104,391, maximum \$144,103. Nathan commented that this position requires a high-quality candidate with a high level of sophistication. The existing salary range will remain in place for recruiting and budgeting purposes.

The board agreed to move forward with the strategy presented.

Discussion: 2019-2020 Biennial Budget

Marilynne Beard reviewed the timeline for budget development and adoption. The eCityGov Alliance by-laws require that the budget be proposed to the board by June 30th. The Executive Board will approve the biennial budget by August 31st. Subscribers not continuing with a product must notify the Alliance 90 days prior to December 31st (October 2nd). Final fees and budget is developed and adopted by December 31st.

The Alliance has been notified that the State Auditor's Office will complete the 2016 and 2017 audits in 2018, moving to a biennial audit cycle. Bellevue IT staff will obtain a quote from the auditors for 2018 and 2020.

The Board discussed GovJobsToday fees for those jurisdictions that are primarily using NeoGov but use the GovJobsToday portal to post job openings. Bellevue currently operates in that manner and Issaquah is implementing NeoGov and may or may not use GovJobsToday portal in the future. Tracey Dunlap indicated that Kirkland will also be moving to a different back-end application system in the future.

One option is to reduce the cost of GovJobsToday for those using NeoGov by some factor such as a population offset. The result is a higher rate for other partners. Another option is to change the fee to be FTE-based rather than population with a percentage discount or combination of both. Marilynne Beard will research the numbers for each option and report back at the next meeting to the Executive Board.

The Board discussed the date for the next meeting which is scheduled for June 15th. A poll will be sent to see who is available for the meeting on June 15th.

Dates to remember:

June 7, 2018 is the MBP Annual Business meeting. A save the date email was sent Friday, April 20th, 2018.

Adjournment

Motion to adjourn was made by Nathan McCommon, 2nd by Aaron Antin. The meeting adjourned at 12:05 PM.