



Agenda Executive Board Meeting

Friday, November 18 • 1:00-3:00pm

Bellevue City Hall, Room 1E-109

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

Consent Items

Approval of October 7, 2016 Executive Board Meeting Minutes (attached)

Strategic Issues, Planning and/or Action Items

1. eCityGov Organizational Assessment - Rick (45 minutes)
2. Executive Board Discussion (45 minutes)
3. GJT Update and Recommendation – Tracey J (15 minutes)
4. Executive Board Discussion (15 minutes)

Minutes Executive Board Meeting

*Friday, October 7th • 10:00am - 12:00pm
1E-109, Bellevue City Hall, WA*

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

Strategic Issues, Planning and/or Action Items

Executive Board Attendees: Sabra Schneider, Bellevue; Bob Harrison, Issaquah; Tracey Dunlap, Kirkland; PJ Rodriguez for Bob Larson, Snoqualmie; Lyman Howard, Sammamish; Mike Kaser, Mercer Island (by phone).

Other: Tracy Jones, eCityGov; Aaron Antin, Sammamish; Mike Brennan, Bellevue; Warren Cheney, King County; Nermina Avdic, eCityGov; Victoria Michailova, eCityGov; Don Cole, Mercer Island (by phone).

Call to Order

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

Consent Items

Approval of June 23, 2016 executive Board Meeting Minutes.

Motion to approve minutes of the June meeting minutes and approved by all.

Before approving the minutes Mike Kaser requested an explanation of the ePlan payback, which removes Mercer Island from the payback allocation in 2017 and 2018 once Mercer Island is no longer a member. Sabra referred to the Alliance bylaws as a document that regulates the rules when a partner is exiting. Tracy referred to page 3 of the 2017-2018 eCityGov Alliance Budget and explained that the total impact to Mercer Island is about \$5 thousand dollars.

Strategic Issues, Planning and/or Action Items

1. Welcome to New MBP Program Manager – Nermina Avdic

Tracy introduced the new MBP Program Manager, Nermina Avdic. Nermina joined the eCityGov Alliance in September. Nermina started supporting MBP registered basics which is scheduled to be completed in early March, 2017. Nermina expressed her excitement in joining the Alliance.

2. eCityGov Business - Tracy J

a. Subscriber terminations for 2017 and impacts

Tracy presented an update on subscriber agreement terminations that would be in effect at the beginning of 2017. Two cities sent notifications to discontinue their subscriptions in 2017: Oak Harbor is discontinuing GJT and Tukwila is discontinuing NWP.

There are no impacts on partner fees from the two subscribers dropping. Tracy pointed that the financial policy required ten percent (10%) reserve for unrestricted programs. However, she knew ten percent (10%) would not sufficient if a large subscriber dropped out of a program. Therefore Tracy included a twenty-five percent (25%) reserve in the 2017/2018 budget.

Tracy gave an update on the available funds at the end of 2016, which is estimated to be \$104K. The available balance at end of year is the result of 1) SPP closure cost was under budget by \$60K and 2) there is an unrestricted balance of \$44K.

b. Roadmap and update on 2016 projects

MBP Registered Basics is expected to go live at the beginning of March, 2017. Demo will be presented in November to customers.

Currently MBP payments are accepted with a credit card. The Payment Processor (eCheck) project scheduled for next year may help jurisdictions to reduce credit card fees, because it will add an eCheck solution. Tracey D pointed out that contractual agreements with credit card companies do not allow limits on payments. This issue should be evaluated in the payment process. Tracy said that the Project Manager, Roger Lewis, would investigate the issue.

3. Restructure Committee Update – Tracey D

The restructure committee consisting of Sabra, PJ, Tracey and Tracy discussed three main topics at their meetings: 1. corporate structure, 2. governance and 3. GovJobsToday.com (GJT). Below is a summary of their recommendations:

Corporate Structure: Based on legal feedback from Pacifica and Bellevue the committee recommends keeping the eCityGov super-structure in place. This approach makes documentation easier to update and provides the opportunity for partners to invest in new programs in the future. Since Mercer Island is changing to subscriber status in 2017, the committee will bring the final restructure to a vote in early 2017.

GJT: The restructure committee approached both AWC and MRSC about GJT; however both organizations decided not to assume control of GJT. Tracey will follow up with the AWC staff to find out more about the reasons of this decision.

Governance: The committee is looking to create a governance structure that is flexible and does not require all partners to agree to an investment. Also, it was pointed out that Executive Board meetings have not always been well attended. The recommendation with the restructure is to meet quarterly but have a commitment from partners to attend. The MBP Management Team chair and MBP Program Manager would attend executive board meetings in a non-voting capacity.

Over time the role of the Operations Board had changed and it became an extra hurdle. The Alliance started with seven (7) programs and is down to three (3), potentially only one (1) program. It was also recommended that the executive director role be phased on in 2017.

The objective of the restructure is to leave no jurisdiction stranded. The possibilities to find a new home for GJT and NWP are explored. If an external owner is not identified (example AWC), then the City of Bellevue is committed to host the software or individual partners can host their own. GJT and NWP will be in maintenance mode but viable for users who support them.

Next steps are to focus on MBP, on how to involve the management and technical project teams. The roles need to be determined and the plan to be executed. Updates on legal documents, policies will be needed.

4. ED Restructure Recommendations – Tracy J

Tracy explained that she developed the recommended restructure approach after listening to concerns from different stakeholder groups. Tracy distributed a draft version of the recommended approach for feedback from the following: restructure committee, MBP program team, MBP management team, Rick Berman, a consultant who had been COO of City of Bellevue IT, and King County representatives.

There are several risks to not implementing a restructure in the right way, including: misaligned roles and responsibilities, lack of necessary documentation and training, loss of engagement across stakeholder group, lack of transparency/clarity in reporting, continued inflexibility on funding investments, and strategic issues with MBP going unaddressed.

See recommended restructure approach for recommended phases and tasks.

As part of the presentation Tracy suggested bringing in a consultant to be neutral voice. Recommended someone like Rick Berman, a former COO of City of Bellevue IT, because he has knowledge of eCityGov and can get up to speed quickly. Having an external consultant will also allow Tracy to continue with normal operations and will help speed-up the overall restructure process.

5. Executive Board Discussion

Tracey noted that the Board needed to vote on whether to proceed with the restructure. Sabra's estimate was \$25K - \$30K for consulting fees based on ten (10) to fifteen (15) consulting hours per week by the end of 2016. This estimate includes consulting only and not legal cost.

Pacifica will be paid for a legal review but the cost is not expected to be high. The board also mentioned a future severance for the executive director.

Tracey urged to have November and December Board executive sessions where more decisions have to be made.

Mike Brennan briefed the Board on the last MBP Management Team meeting. The Management Team is focused on need for more stability and predictability and future needs. He pointed out that MBP is more than just a technical portal for multiple users but that it is a full program, including staff development and customer service. MBP should be looked at as a whole and not just technology. There is room for improvement and more clarity in the supporting roles, Management Team and committees. The questions is how to maintain management support in the cities while capturing more opportunities and how to do this better.

Tracey suggested motion to approve going forward with the Alliance restructure. Mike Kaser noted that Mercer Island is not going to vote as the city is moving to a subscriber in 2017. Sabra motioned the approval of the restructure, Bob seconded. All were in favor, Mercer Island abstained.

Motion to give the authority to the executive director to spend up to \$30K in consulting fees in 2016 was seconded. All were in favor, Mercer Island abstained.

6. Elect Treasurer

No treasurer was elected at the meeting. PJ will find out if Bob Larson is willing to take on this position.

Adjournment

The meeting was adjourned at 11:38am.