

Agenda Executive Board Meeting

Monday, January 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

Approval of December 16, 2016 Executive Board Meeting Minutes (attached)

Strategic Issues, Planning and/or Action Items

1. eCityGov Alliance Update – Tracy (15 minutes)
 - Business Activity Report
 - Status Report
 - Budget Update

2. Proposed Motions for Board Action – Rick (60 minutes)

3. Executive Session – Closed (45 minutes)

Executive Board Meeting

*Friday, December 16th • 9:30am - 11:30am
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

Executive Board Attendees: Tracey Dunlap, Kirkland; Bob Harrison, Issaquah; Lyman Howard, Sammamish; Nancy Ousley, Kenmore; PJ Rodriguez for Bob Larson, Snoqualmie (by phone).

Other: Tracy Jones, eCityGov; Mike Brennan, Bellevue; Warren Cheney, King County; John Starbard, King County; Kurt Aldworth, Sammamish; Bob Snyder, Bellevue; Rick Berman, Rick Berman Consulting; Michele Miller, eCityGov; Victoria Michailova, eCityGov.

Call to Order

The meeting was called to order at 9:40am.

Consent Items

Approval of November 18, 2016 Executive Board Meeting Minutes.

Motion to approve November meeting minutes by Lyman, seconded by Nancy and approved by all.

Strategic Issues, Planning and/or Action Items

4. eCityGov Alliance Update – Tracy

- Business Activity Report

Tracy presented the current business activity report focusing on program team, internal support, business development and internal outreach areas. Michele Miller, the new eCityGov business analyst was introduced.

- Status Report

Tracy briefly presented the October SLA status report which provides the monthly overview of services delivered by City of Bellevue's IT Department. The

purpose of the report is to track the work progress and to provide a project status. Tracy would look for a feedback on the draft SLA for 2017.

- Public Relations Strategy

Tracy gave an overview of the MBP public relations strategy (see attached presentation). She would like to have a structured plan for public relations with the objectives to retain existing members, grow new members, support development community and build MBP brand. Phase 1 started with the MBP Holiday and Branding Party in December and will include press releases, annual report, annual meeting to share successes and discuss plans for the future. The strategy will be shared as it is updated.

5. Feedback on Organizational Assessment – Rick

Rick followed the EB direction from the November meeting and presented the draft of the operational assessment to the MBP Management Committee on December 1st, 2016. There were two areas where the feedback was strong: 1) the elimination of the ED position and 2) the reporting structure for the Business Manager. On the elimination of the ED position: The Management Committee agreed that as a full time position was needed the delta in savings would not be high. With two new jurisdictions joining MBP, the ED will be an important position to have as MBP is not just IT but business. Management Committee considered the risk was too great to have a leadership change at the moment. On the reporting structure: The new MBP manager position if created should be separated from Bellevue ITD. MBP needs an advocate on the business side. Committee cares about business side as well. Finally, Rick opened a questions and discussion session.

Tracey D noted that King County joining MBP will bring more work and money and this created a case for keeping the ED. There should be an adjustment with MBP supporting 90% of the ED position next year. Bob noted that since ED reports to the Executive Board, the Board needs to be available to the ED. Lyman liked the perspective of keeping the ED position as the problem was more in the governance not technology. John supported the proposal of keeping the ED as having an ED brought a strong value.

Tracey pointed out that in the previous recommendations a change advisory committee was proposed but it could be a permanent committee consisting of representatives from each stakeholder group. This committee could play a formal role in bringing prospective, balance ideas and communicating among the groups.

Mike added that having an oversight committee would bring broader views in discussion on policy, budget and program approvals. Tracey noted that the advisory committee would be a support not a hurdle. These will be items for discussion at January and February Board meetings where Rick will present an implementation plan.

Rick reviewed the short term recommendation on how to move forward. Near term goals are alignment of the teams, assignments by CEOs of who sits on Board, attendance list and MBP subscriber representations. The SLA recommendations will have to be approved by January.

Bob requested a list of recommendations that the Board will vote on at the January Board meeting. Rick emphasized that the transition plan will depend on the Board's decision.

Formal vote was needed to keep the ED. A motion to maintain the ED position was approved by all.

Based on the directions Rick will create an implementation plan and will provide separate items for Board to vote. Bob emphasized the need to make sure that each jurisdiction appointed a representative who had the authority to make decisions within the organization.

6. Executive Session – Closed for ED performance review

Adjournment

The public part of the meeting was adjourned at 11am.