

Agenda

Executive Board Meeting

Friday, April 28th • 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 February 24th, 2017 Executive Board Meeting Minutes (attached)

Strategic Issues, Planning and/or Action Items

1. eCityGov Alliance Update (10 minutes)
2. King County First Amendment to Subscription Agreement (10 minutes)
 - Board Action: Request Board Approval
3. Staffing Request (10 minutes)
 - Board Action: Request Board Approval
4. 2017/2018 Service Level Agreement (20 minutes)
 - Board Action: Request Board Approval
5. Amended ILA (30 minutes)
 - Board Action: Discuss Potential Changes
6. Amended Bylaws (30 minutes)
 - Board Action: Discuss Potential Changes
7. Annual Forum – Timeframe and Committee (10 minutes)
 - Board Action: Discuss Location/Timeframe Options

Minutes

Executive Board Meeting

Friday, February 24th • 10:00am - 12:00pm
1E-109, Bellevue City Hall

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Strategic Issues, Planning and/or Action Items

Executive Board Attendees: Tracey Dunlap, Kirkland; Nathan McCommon, Bellevue; Nancy Ousley, Kenmore; Bob Harrison, Issaquah; Lyman Howard, Sammamish (by phone).

Other: Tracy Jones, eCityGov; Sabra Schneider, Bellevue; Warren Cheney, King County; Michele Miller, eCityGov; Victoria Michailova, eCityGov.

Call to Order

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

Consent Items

Approval of January 30, 2017 Executive Board Meeting Minutes.

Motion to approve December meeting minutes by Bob H., seconded by Nancy and approved by all.

Strategic Issues, Planning and/or Action Items

8. eCityGov Alliance Update – Tracy
 - Business Activity Report
 - Status Report

Tracy presented an overview of the business activity. 2015 eCityGov audit was completed with no findings. ED is working with Bellevue on SLA and responsibility document updates. The MBP demo to Tacoma went very well and Tacoma representatives were impressed with MBP. They will watch closely King County onboarding to MBP.

Tracy raised some concerns that City of Renton most likely would drop from MBP this fall. There was some disconnection between leadership and employees using MBP. Currently City of Renton is not utilizing all features of MBP and not fully benefiting from the program. The Board discussed some options of reaching out to Renton leadership to find out what the city's plans were and to demonstrate the full value of MBP.

Tracy reported an improved relationship with Bothell. A document was created to help Bothell with integration.

Tracy presented the new SLA status report. The finalized format will be included in the new SLA with Bellevue. The goal is to better track the hours and resources. Tracey D. commented that since the status report will be sent monthly to Board members it would be better to include high level points on the front page.

MBP registered basics is 87% complete. It is going live on April 1 instead of March 3 because of requested changes by Snohomish County. As for the MBP website redesign the project is on hold to reanalyze the hours needed for completion.

9. Budget Update/Refund

Tracy discussed the 2016 Budget Monitoring. MBP ended with a higher reserve balance because of the refund received from Bellevue. The refund will be used to pay for work rolled from 2016 to 2017. Lyman noted that for accounting purposes the refund should be included in the expenditure section as a reduction of expenditures. Tracy would make sure it was corrected.

After closing the SPP program there was \$66K left in reserve free of any obligations. These funds could be moved to an Unrestricted account with Board vote. Tracey D. noted that the money could be set aside for future initiatives and can be used in the future or returned back to partners. Bob H. remarked that SPP payments were based on population of each jurisdiction. If a refund is to be made sometime in the future, the refund should be calculated based on the population percentages at the time of closing of SPP. Tracy suggested to have a separate fund to better track the money and make sure they are not consumed. A separate action will be presented to the Executive Board for vote at the April meeting.

10. Elect Vice-Chair

With the transition of Bellevue leadership the Board needed to have a special election for vice-chair. Nancy Ousley agreed to fill the vice-chair position for the remaining of the term. Bob H. motioned to elect Nancy as a vice-chair, Lyman seconded and all approved.

11. Rotating Schedule for Board Positions

Tracy presented the rotation schedule. Bob H. motioned to approve the rotation schedule, Nancy seconded and all approved.

12. Discuss Annual Forum – Timeframe and Committee

Tracy sought feedback from the Board on the annual forum. She suggested to form a subcommittee or have a Board discussion on how to proceed with the forum. The annual forum would be the place to present the eCityGov long-term plan, to discuss and align vision. CEOs of all partners and subscribers would be invited. Since the MBP annual meeting is planned in June-July time frame, the forum should precede it. The venue of the forum has to be decided on as well as the time. Tracey D. suggested that morning meeting might work better for most and establishing a vision of the meeting would be necessary. Tracey D and Nathan will be on the annual forum committee. A further phone discussion will be scheduled to decide on the forum planning.

13. Actions for April

- MBP Subscriber Representation
- 2017/2018 SLA
- Update for Roles and Responsibilities document
- Update for ByLaws and Articles of Incorporation

Tracy presented actions for the April meeting. A question was raised on the need of a Council approval for each jurisdiction if there was a change in eCityGov ByLaws. Tracy will consult Pacifica on this issue.

Sabra asked for a discussion on GJT, possibly at the June meeting, as a plan is needed on how Bellevue will support GJT. Options for GJT in terms of technology and investments will be presented in June.

Tracy will have a discussion with the MBP management team on subscriber representation on the Board at the March meeting and will report back in April.

Adjournment

The meeting was adjourned at 11:20am.