FileLocal

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Executive Board:

Andy Cherullo, Chair
City of Tacoma

Jan Hawn
City of Bellevue

Susy Haugen
City of Everett

Glen Lee
City of Seattle

Executive Board Meeting Summary

March 23, 2015

SEATTLE MUNICIPAL TOWER CONFERENCE ROOM 4070
SEATTLE, WA

KEY: Underlined text indicates actions/decisions.
Bold/italicized text indicates follow up items.

Standing Items

1. CALL TO ORDER

The March 23, 2015, meeting of the FileLocal Executive Board was called to order at 12:03 pm and held in Conference Room 4070 of the Seattle Municipal Tower Conference in Seattle, Washington.

ROLL CALL

Board Members Present: Andy Cherullo (phone), Jan Hawn (phone), Susy Haugen (phone), and Glen Lee

Board Members Absent: none

Staff and Others: Jamie Carnell, Ezra Hodge (e-Gov Systems), Rick Mekdessie (e-Gov Systems), Laurie McVay, Marianne Bichsel, Jay Long (phone), Mike Doubleday (phone), Kjristine Lund (phone), Vanessa Lund (phone)

2. PUBLIC COMMENT

There were no public comments

3. APPROVAL OF MEETING SUMMARY

On a motion made by Jan Hawn and seconded by Glen Lee, the Board unanimously approved the January 26, 2015, meeting summary.

4. REVIEW OF FINANCIAL STATEMENT

There were no questions or concerns about the January and February Financial Statements.

5. ACTION ITEMS

A. Resolution FL2015-02, Conflict of Interest Policy: The policy was reviewed by Kjristine Lund of Lund Consulting. On a motion made by

*A public comment period is provided to allow the public to briefly present information, topics or issues that they feel should be considered by the board. Presentation should be limited to three minutes and be summary in nature. The board may decide to discuss the topic briefly at that time or to request its placement on a future agenda.

Glen Lee and seconded by Jan Hawn the resolution was passed with the following amendments:

I. Item 4A will be revised to indicate no agency officials shall accept any gifts

II. Item 4CIII will be revised to read "the Board member shall:"

III. Item 5E will be revised to read "he or she shall promptly inquire of the chair of the meeting and Agency legal counsel whether or not disclosure as provided by this section is appropriate or required and proceed as directed by the chair and legal counsel."

6. DISCUSSION ITEMS

A. 2014 Year in Review: Jamie briefly reviewed the 2014 accomplishments

I. All system component build-outs are completed, only change requests are in the works

II. Most of the operations/agency policies are completed.

B. 2015 Launch:

I. Service Level Agreements (SLA) are being drafted; they will be presented to the Executive Board at the April meeting. Quarterly performance reports, based on metrics included in SLAs, will be presented to the Board after roll-outs.

II. A strategic roadmap for 2016-2020 will be included with the 2016 budget discussions.

III. Business feedback regarding issues and improvements will be regularly solicited. There will also be recruiting efforts for new cities.

IV. Media outreach strategies are beginning to be developed.

V. City readiness is imperative. The Executive Board will be responsible for the Go/No Go decision for each launch.

7. ADJOURNMENT

On a motion made by Glen Lee and seconded by Susy Haugen and Jan Hawn, the Board adjourned at 12:48 p.m.

Respectfully Submitted,

Susy Haugen
Secretary, FileLocal