FileLocal

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Executive Board Special Meeting Summary
July 16, 2014 – 2:00 PM

Executive Board:

Andy Cherullo, ***Chair***
City of Tacoma

Jan Hawn
City of Bellevue

Susy Haugen
City of Everett

Glen Lee
City of Seattle

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

1. Call to Order

The July 16 Special Meeting of the Washington Multi-City Business License and Tax Portal Agency (FileLocal) was called to order at 2 p.m. and held in Conference Room 4090 of the Seattle Municipal Tower Conference in Seattle, Washington.

Roll Call

Board Present: 4 - Andy Cherullo (phone), Susy Haugen (phone), Jan Hawn (phone[1]), and Glen Lee. Absent: 0.

Staff and others: Jamie Carnell, Lilah Gael, Danielle Larson, Vanessa Lund, Kjristine Lund.

2. Meeting Summary Approval

On a motion made by Glen Lee, the board unanimously approved the May 27, 2014 meeting summary (3 in favor, 1 absent).

3. Public Comment

There was no public comment.

4. Actions

Resolution FL2014-15
On a motion by Jan Hawn, the Board unanimously approved the revised version of Resolution FL2014-15 pertaining to FileLocal's fiscal policies.

Resolution FL2014-17
On a motion by Susy Haugen, the Board unanimously passed Resolution FL2014-17 authorizing the contract retaining Francis and Company to provide accounting services.

[1] Jan Hawn joined after the meeting summary approval vote. All four board members were present for the remainder of the meeting.

5. Discussion Items

Loaned Staff Agreement

The Board reviewed the draft Loaned Staff Agreement and expects to vote on the agreement at its September meeting. Danielle Larson has taken the lead as the FileLocal representative and has worked closely with FileLocal attorney Chris Bacha of Kenyon Disend. ***Cities should review the draft and contact Chris Bacha with questions or comments.***

Implementation

Jamie provided an update on project implementation. E-Gov Systems is meeting with each city this week to review data interchange specifications. Seattle and Tacoma shared concerns about some web services that are not currently included.

Jamie encouraged Board members to review the monthly Quality Assurance reports. ***Lilah Gael will send a link to access the Quality Assurance file on box.com.***

Jamie updated the group on progress being made regarding payment processing and security.

The group discussed plans to update city councilmembers and legislators. ***Jamie Carnell will meet with OIR staff to coordinate and ensure cities have the information they need.***

6. Adjournment

On a motion made by Susy Haugen, the Board adjourned at 2:19 p.m.

Respectfully Submitted,

Susy Haugen
Secretary, FileLocal