FileLocal

Executive Board Meeting Summary

Executive Board:

Susy Haugen, Chair
City of Everett

Toni Battersby
City of Bellevue

Glen Lee
City of Seattle

Andy Cherullo
City of Tacoma

September 26, 2016

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 September 26, 2016, meeting of the Washington Multi-City Business License and Tax Portal Agency (FileLocal) was called to order at 12:11 p.m. and held in Conference Room 4070 of the Seattle Municipal Tower in Seattle, Washington.

ROLL CALL

Board Members Present: Susy Haugen (phone), Toni Battersby (phone), Glen Lee and Andy Cherullo (phone)

Staff and Guests: Kevin Fitzpatrick, Jamie Carnell, Laurie McVay, Greg Kauper, Yingying Chen (phone), David Linehan (phone), Wendy Bremer (phone), and Isie Wong (phone)

2. PUBLIC COMMENT

There were no public comments.

3. APPROVAL OF MEETING SUMMARY

On a motion made by Glen Lee and seconded by Toni Battersby, the board approved the June 3 and June 27, meeting summaries.

4. REVIEW OF FINANCIAL STATEMENT

There were no questions or comments regarding the Financial Statements for May, June, July and August, 2016.

*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.

5. REVIEW OF MONTHLY BUSINESS REPORT

Kevin Fitzpatrick reviewed the Monthly Business Report. Usage is trending up over last quarter, primarily driven by increases in accounts created and forms filed by Bellevue and Tacoma businesses. Help desk cases will be a driver of portfolio items to ensure businesses' issues are being addressed.

At the request of Andy Cherullo, Kevin will add a section to this report showing a by city break down of total accounts created and forms filed.

6. ACTION ITEMS

A. **Resolution FL2016-07, Program Manager Appointment**: Jamie Carnell reviewed the hiring process that led to Kevin Fitzpatrick coming on board with FileLocal in April. The past five months have been a transitional period during which Kevin has done a good job to get up to speed, build relationships with the cities and our vendors, and improve our internal processes. With the passage of FL2016-07, Jamie will step down as Interim Program Manager and Kevin will be appointed Program Manager. Jamie will still maintain high level management of the Agency. On a motion made by Glen Lee and seconded by Andy Cherullo the resolution was passed unanimously.

B. **Resolution FL2016-09, Kubra Contract**: Kevin noted that the initial Kubra contract was between Kubra and the City of Seattle; this resolution reassigns FileLocal's portion of that contract over to the Agency. After negotiations were completed, Kubra advised they were increasing the credit card convenience fee by 0.6%. Kevin and the Board want to discuss this late development with Kubra and the City of Seattle prior to signing the contract and passing the resolution. This resolution has been tabled and will be revisited at the December 12 meeting of the Executive Board.

C. **Resolution FL2016-10, Ramware Contract**: Kevin reviewed the history of the initial contract between Ramware and the City of Seattle. The contract was assigned to the Agency via FL2016-03. Modifications that were needed to align the contract away from a software development model toward a new city onboarding and Software as a Service model. The updated Statement of Work and Service Level Agreement address these issues. Additionally, the insurance requirements were updated to meet that of the WCIA recommendations, with the exception of coverage for cyber security claims which was increase by $150,000 to provide protection against immediate out of pocket expenses that would be incurred were we to experience a data breach. Finally, the administration of the Agency website, filelocal.org, was included in the revisions. On a motion made by Toni Battersby and seconded by Glen Lee the resolution was passed unanimously.

7. OTHER BUSINESS:

A. On a motion made by Glen Lee and seconded by Toni Battersby, the board voted unanimously to appoint Andy Cherullo to the vacant Vice-Chair seat.

8. ADJOURNMENT

The meeting of the Executive Board adjourned at 12:33 p.m.

Respectfully Submitted,

Laurie McVay
Secretary, FileLocal