FileLocal

700 5th Avenue, Suite 4350
PO Box 94669
Seattle, WA 98124-4669

Executive Board Meeting Summary

March 19, 2018

SEATTLE MUNICIPAL TOWER CONFERENCE ROOM 4240
SEATTLE, WA

Executive Board:

Susy Haugen, Chair
City of Everett

Toni Call
City of Bellevue

Chris Bothwell
City of Lake Forest Park

Glen Lee
City of Seattle

Andy Cherullo
City of Tacoma

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

Standing Items

1. **CALL TO ORDER**

The **March 19th, 2018**, meeting of the Washington Multi-City Business License and Tax Portal Agency (FileLocal) was called to order at **11:09 a.m.** and held in Conference Room **4240** of the Seattle Municipal Tower in Seattle, Washington.

ROLL CALL

Board Members Present: Toni Call (phone), Chris Bothwell (phone), Joseph Cunha (in person) for Glen Lee, and Danielle Larson (phone) for Andy Cherullo

Staff and Guests: Kevin Fitzpatrick, David Linehan (phone), and Horace Francis (phone)

2. **PUBLIC COMMENT**

There were no public comments.

3. **APPROVAL OF MEETING SUMMARY**

On a motion made by **Chris Bothwell** and seconded by **Joseph Cunha**, the board approved the **12-11-17**, meeting summary.

4. **REVIEW OF FINANCIAL STATEMENT**

Kevin Fitzpatrick summarized the **November 2017, December 2017 and January 2018** financial statements and cash status. There were no questions or comments

*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. **ACTION ITEMS:**

   A. **Action Items to be reviewed at the 3-26-18 FileLocal Executive Board.**

6. **DISCUSSION ITEMS:**

   A. A quorum was established with the cities of Bellevue, Lake Forest Park and Seattle initially at the meeting and Tacoma joining later.

   B. With the absence of the Chair and the Vice-Chair, Toni Call was nominated by Chris Bothwell and seconded by Joseph Cunha to chair the meeting. Toni Call accepted.

   C. FL2018-03 Fiscal Manual

      a. All board members/acting board members had previously reviewed the Fiscal Manual changes so no further review was deemed necessary.

      b. Resolution FL2018-03 to be voted on during the next FLEB Meeting March 26, 2018.

   D. IT Security Audit

      a. Leviathan completed the audit in January 2018.

         i. None of the gaps identified constitute a significant risk to FileLocal or their customers, with many of the gaps being gaps against an audit requirement alone.

         ii. Key activities include the Agency to update change requests to include provision for security, an annual review to be implemented (Q3'XX), contractual updates with Kubra/eGov and Leviathan to update/align the IT Process steps.

   E. Vendor Warrants

      a. Review of the vendor warrant list for Q1'18.

7. **ADJOURNMENT**

   On a suggestion made by **Toni Call** and seconded by **Kevin Fitzpatrick**, the meeting of the Executive Board adjourned at **11:24 a.m**.

Respectfully Submitted,



Danielle Larson for Andy Cherullo
Vice-Chair, FileLocal