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Executive Board:

Toni Call, Chair
City of Bellevue

Beth Anne Wroe
City of Des Moines

Susy Haugen
City of Everett

Paula Painter
City of Kent

Lindsey Vaughn
City of Lake Forest Park

Kari Roller
City of Renton

Glen Lee, Chair
City of Seattle

Andy Cherullo, Vice-Chair
City of Tacoma

Executive Board Meeting Summary

September 30, 2021

CONFERENCE CALL

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

Standing Items

1. CALL TO ORDER

The 09-30-21 meeting of the Washington Multi-City Business License and Tax Portal Agency (FileLocal) was called to order at 11:04a.m. and conducted by conference call.

ROLL CALL

Board Members Present: Toni Call (phone) Beth Anne Wroe (phone), Susy Haugen (phone), Paula Painter (phone), Lindsey Vaughn (phone), Kari Roller (phone), Glen Lee (phone), Andy Cherullo (absent)

Staff and Guests: Horace Francis (phone), David Linehan (phone), Kevin Fitzpatrick (phone), Wendy Thomaston (phone) and Julie Panick (phone)

2. PUBLIC COMMENT

There were no public comments.

3. APPROVAL OF MEETING SUMMARY

On a motion made by Toni Call and seconded by Beth Anne Wroe, the board approved the 05-27-21 meeting summary.

4. REVIEW OF FINANCIAL STATEMENTS

Kevin Fitzpatrick summarized the August 2021 financial statements and cash status. There were no questions or comments.

5. DISCUSSION ITMS:

A. August Monthly Business Review

- Kevin Fitzpatrick reviewed the Monthly Business Review. Continued focus on Hardware, Production Support Tickets and Call Center. For Hardware, RAM, Storage and CPU usage were all within guidelines. Production Support escalated tickets have grown. Q4'21 development

*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.

resources will be deployed to address older production support tickets and systemic batch processing issues. The Call Center has a new call routing system. As part of this, Avenu has automated call center metrics.

Kevin Fitzpatrick stated that Avenu is focused on resolving open 2020 batches. Avenu has not fixed the underlining problem with their software which they are working to resolve now. To address the staffing shortage Avenu experienced in 2020, three programmers are now working on FileLocal. Based on what we have seen of their performance in the April 2021 filing period, they are staying on top of issues.

Even though the tax filing deadline has moved from January to April, it is expected many will still file in January since they have been used to filing then.

Glenn Lee suggested a broader discussion at the next board meeting regarding our underlining vendors and issues that are affecting us collectively.

B. New Cities Update

Kevin Fitzpatrick reviewed the New Cities Update. There were no questions or comments.

C. Vendor Warrants

Kevin reviewed the 2nd Quarter 2021 Vendor Warrant list. There were no questions or comments.

6. ADJOURNMENT

On a motion made by Kari Roller and seconded by Paula Painter, the meeting of the Executive Board adjourned at 11:38a.m.

Respectfully Submitted,

Julie Panick
Secretary, FileLocal