FileLocal

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Executive Board Meeting Summary

March 24, 2022

CONFERENCE CALL

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

Executive Board:

Jamie Thomas
City of Auburn

Jamie Robinson
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

Standing Items

1. CALL TO ORDER

The 3-24-22 meeting of the Washington Multi-City Business License and Tax Portal Agency (FileLocal) was called to order at 11:04 a.m. and conducted by conference call.

ROLL CALL

Board Members Present: Jamie Thomas (phone), Jamie Robinson (phone) Beth Anne Wroe (phone), Susy Haugen (phone), Paula Painter (phone), Kari Roller (phone), Glen Lee (phone), Andy Cherullo (phone)

Staff and Guests: Horace Francis (phone), Shea Nangle (phone), Kelly Ohlert (phone), Kevin Fitzpatrick (phone), Julie Panick (phone)

2. PUBLIC COMMENT

There were no public comments.

3. APPROVAL OF MEETING SUMMARY

On a motion made by Andy Cherullo and seconded by Paula Painter, the board approved the 12-16-21 meeting summary.

4. REVIEW OF FINANCIAL STATEMENTS

Kevin Fitzpatrick summarized the February 2022 and December 2021 financial statements and cash status. There were no questions or comments.

5. ACTION ITEMS

A. Resolution FL2022-01: Election of Officers.

a. Kevin Fitzpatrick reviewed the resolution. Andy Cherullo is the new Board Chair and Susy Haugen is the new Vice-Chair. There were no questions or comments.

i. Motion to accept: Paula Painter
ii. Motion seconded: Andy Cherullo

*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.

iii. Majority vote: Passed

VOTE FL2022-01	City	Member
YES	Auburn	Jamie Thomas
YES	Bellevue	Jamie Robinson
YES	Des Moines	Beth Ann Wroe
YES	Everett	Susy Haugen
YES	Kent	Paula Painter
	Lake Forest Park	Lindsey Vaughn (absent)
YES	Renton	Kari Roller
YES	Seattle	Glen Lee
YES	Tacoma	Andy Cherullo

6. DISCUSSION ITEMS:

A. Risk Assessment Update

Shea Nangle and Kelly Ohlert from Leviathan provided an overview of Risk Assessments and their recent assessment of risk to FileLocal.

ACTION: Kevin Fitzpatrick will start reporting on breach notices he receives monthly from Avenu to Leviathan.

Note: Member cities can find this information on the monthly MBR excel file under the worksheet tab “Security Performance”.

B. February Monthly Business Review

Kevin Fitzpatrick reviewed the Monthly Business Review. Continued focus on Hardware, Production Support Tickets, and the Call Center. Hardware, RAM, Storage, and CPU usage were all within guidelines. Production Support tickets are down by 107 month-over-month. Growth in the 3+ week bucket was a concern and resolving them was the focus in early March. Call Center metrics showed improvement in February over January, primarily due to a 43% reduction in call volume month over month and a staffing adjustment.

C. Draft Budget 2023 - 2027

Kevin Fitzpatrick presented the Draft Budget 2023-2027. A Draft Budget must be approved by the Board no later than June 15 and sent to member cities by July 1. Individual city breakdowns for Reimbursable and Capital Cost Recovery charges. There were no questions or comments.

D. Program Manager Transition

Kevin Fitzpatrick announced his retirement and shared the plan for hiring a new Program Manager. The job posting will close on March 29th, and panel interviews are planned with member city participation.

E. Vendor Warrants

Kevin Fitzpatrick reviewed the 4th Quarter 2021 Vendor Warrant list. There were no questions or comments.

7. ADJOURNMENT

On a motion made by Andy Cherullo and seconded by Glen Lee, the meeting of the Executive Board adjourned at 11:52 p.m.

Respectfully Submitted,

Julie Panick
Secretary, FileLocal