FileLocal

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Executive Board Meeting Summary

March 23, 2023

TEAMS MEETING
SEATTLE, WA

Executive Board:

Jamie Thomas,
City of Auburn

Jamie Robinson
City of Bellevue

Jeff Friend
City of Des Moines

Susy Haugen, Vice-Chair
City of Everett

Paula Painter
City of Kent

Lindsey Vaughn
City of Lake Forest Park

Kari Roller
City of Renton

Jamie Carnell
City of Seattle

Andy Cherullo, Chair
City of Tacoma

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

Standing Items

1. CALL TO ORDER

The 3-23-23, meeting of the Washington Multi-City Business License and Tax Portal Agency (FileLocal) was called to order at 11:03 a.m. and conducted by Teams meeting.

ROLL CALL

Board Members Present: Troy Lucas (phone) for Jamie Robinson, Jeff Friend (phone), Paula Painter (phone), Lindsey Vaughn (phone), Kari Roller (phone), Joseph Cunha for Jamie Carnell (phone), and Andy Cherullo (phone)

Staff and Guests: Scott Hitchcock (phone), Michael Ervick (phone), Julie Panick (phone), David Linehan (phone), Horace Francis (phone)

2. PUBLIC COMMENT

There were no public comments.

3. APPROVAL OF MEETING SUMMARY

On a motion made by Kari Roller and seconded by Paula Painter, the board approved the 12-15-22 meeting summary.

4. REVIEW OF FINANCIAL STATEMENT

Scott Hitchcock summarized the February 2023 financial statements and cash status. Funds in excess of $250K in our Wells Fargo account will be transferred to our Government Investment Pool (LGIP) account to stay within bank FDIC-insured limits. There were no questions or comments.

5. ACTION ITEMS

A. Administrative Change to FL2022-07 Loan Staff Agreement

Scott Hitchcock explained this Resolution approved the new Loan Staff Agreement for a 6-year term whereas Agency policy limits contracts to 5-

*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.

year terms. The term was corrected on the Agreement before it was signed, and the board approved an administrative change to the 5-year term without a new resolution.

B. Resolution FL2023-01 Francis and Company Contract Amendment

a. Scott Hitchcock reviewed the resolution. Agency had an unplanned state audit in November 2022 which required additional services from our accounting firm.

i. Motion to accept: Paula Painter
ii. Motion seconded: Joseph Cunha
iii. Majority vote: Passed

VOTE FL2023-01	City	Member
	Auburn	Jamie Thomas (absent)
YES	Bellevue	Troy Lucas for Jamie Robinson
YES	Des Moines	Jeff Friend
	Everett	Susy Haugen (absent)
YES	Kent	Paula Painter
YES	Lake Forest Park	Lindsey Vaughn
YES	Renton	Kari Roller
YES	Seattle	Jamie Carnell
YES	Tacoma	Andy Cherullo

6. DISCUSSION ITEMS:

A. Strategic Plan and Budget Request

Scott has reviewed the draft Phase 1 Strategic Plan with the Operating Committee. The plan includes an effort to document operational processes. The committee has not reached a consensus on recommending this effort and Scott is working with them to develop a consensus on the best path forward. There were no questions or comments.

B. Project Manager Position

Scott shared that the Operations Committee is asking the Agency to fill the Project Manager Position. Scott is working with the committee on defining the roles and responsibilities of this position as little documentation currently exists. Currently, Seattle Human Resources has a hold on filling this position, so Scott is looking at bringing in a contractor. The cost of this position has not yet been determined. There were no additional questions or comments.

C. January Monthly Business Review

Scott Hitchcock reviewed the Monthly Business Review. Payments were up substantially this month. There were no questions or comments.

D. State Audit Update

The audit focus was on accountability (laws and regulations), not financial, and covered the period of January 1, 2018 – December 31, 2021. No material weaknesses were found. Scott shared that Agency policies around procurement and contracting need to be updated and he has asked our Legal Counsel, David Linehan, to look at this. There were no questions or comments.

E. Vendor Warrants

Scott Hitchcock reviewed the 4th Quarter 2022 Vendor Warrant list. There were no questions or comments.

7. ADJOURNMENT

On a motion made by Paula Painter and seconded by Kari Roller, the meeting of the Executive Board adjourned at 11:25 a.m.

Respectfully Submitted,

Julie Panick
Secretary, FileLocal