FileLocal

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

Executive Board Meeting Summary

September 29, 2022

CONFERENCE CALL
SEATTLE, WA

Executive Board:

Jamie Thomas,
City of Auburn

Jamie Robinson
City of Bellevue

Beth Anne Wroe
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 9-29-2022, 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 Ann Wroe (phone), Susy Haugen (phone), Paula Painter (phone), Kristin Trivelas (phone) for Kari Roller, Jamie Carnell (phone), and Andy Cherullo (phone)

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

2. PUBLIC COMMENT

There were no public comments.

3. APPROVAL OF MEETING SUMMARY

On a motion made by Paula Painter and seconded by Jamie Robinson, the board approved the 6-23-22 meeting summary.

4. REVIEW OF FINANCIAL STATEMENT

Scott Hitchcock summarized the August 2022 financial statements and cash status. There were no questions or comments

5. ACTION ITEMS

No resolutions were presented at this meeting.

6. DISCUSSION ITEMS:

A. Avenu Migration to Azure Security Assessment

*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.

Scott Hitchcock shared the results of the Leviathan assessment. Overall, Leviathan has high confidence in Avenu's efforts to keep the new platform secure. Avenu plans to test October through mid-November with the planned cutover date of 11/19.22.

B. August Monthly Business Review

Scott Hitchcock reviewed the Monthly Business Review. Production Support Tickets were down from the previous month. Call center volume was significantly lower month-over-month due to normalization after quarter-end fillings.

C. Vendor Warrants

Scott Hitchcock reviewed the 2nd Quarter 2022 Vendor Warrant list. There were no questions or comments.

7. ADJOURNMENT

On a motion made by Jamie Carnell and seconded by Susy Haugen, the meeting of the Executive Board adjourned at 11:16 a.m.

Respectfully Submitted,

Julie Panick
Secretary, FileLocal