FileLocal

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Executive Board Meeting Summary

December 15, 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 12-15-2022, 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 conference call.

ROLL CALL

Board Members Present: Jamie Robinson (phone), Jeff Friend (phone) for Beth Anne Wroe, Susy Haugen (phone), Molly Bartlemay (phone) for Paula Painter, Lindsey Vaughn (phone), Kari Roller (phone), Jamie Carnell (phone), and Andy Cherullo (phone)

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

2. **PUBLIC COMMENT**

There were no public comments.

3. **APPROVAL OF MEETING SUMMARY**

On a motion made by Susy Haugen and seconded by Jeff Friend, the board approved the 9-29-22 meeting summary.

4. **REVIEW OF FINANCIAL STATEMENT**

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

5. **ACTION ITEMS**

A. Resolution FL2022-04 Meeting Schedule 2023

a. Scott Hitchcock reviewed the resolution.

i. Motion to accept: Jamie Carnell
ii. Motion seconded: Kari Roller

*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 FL2022-04	City	Member
	Auburn	Jamie Thomas (absent)
YES	Bellevue	Jamie Robinson
YES	Des Moines	Jeff Friend for Beth Ann Wroe
YES	Everett	Susy Haugen
YES	Kent	Molly Bartlemay for Paula Painter
YES	Lake Forest Park	Lindsey Vaughn)
YES	Renton	Kari Roller)
YES	Seattle	Jamie Carnell
YES	Tacoma	Andy Cherullo

B. Resolution FL2022-05 Final Budget 2023-2027

a. Scott Hitchcock reviewed the resolution. Transaction fees for 2023 were adjusted down slightly due to forecasts of a possible recession

i. Motion to accept: Kari Roller
ii. Motion seconded: Jamie Robinson
iii. Supermajority vote: Passed
iv. Majority vote: Passed

VOTE FL2022-05	City	Member
	Auburn	Jamie Thomas (absent)
YES	Bellevue	Jamie Robinson
YES	Des Moines	Jeff Friend for Beth Ann Wroe
YES	Everett	Susy Haugen
YES	Kent	Molly Bartlemay for Paula Painter
YES	Lake Forest Park	Lindsey Vaughn
YES	Renton	Kari Roller
YES	Seattle	Jamie Carnell
YES	Tacoma	Andy Cherullo

C. Resolution FL2022-06 Accounting Services Contract

a. Scott Hitchcock reviewed the resolution. Recommendation to approve a new contract with Francis and Company for 2023-2024.

i. Motion to accept: Jamie Carnell
ii. Motion seconded: Kari Roll
iii. Majority vote: Passed

VOTE FL2022-06	City	Member
	Auburn	Jamie Thomas (absent)
YES	Bellevue	Jamie Robinson
YES	Des Moines	Jeff Friend for Beth Ann Wroe
YES	Everett	Susy Haugen
YES	Kent	Molly Bartlemay for Paula Painter
YES	Lake Forest Park	Lindsey Vaughn
YES	Renton	Kari Roller
YES	Seattle	Jamie Carnell
YES	Tacoma	Andy Cherullo

D. Resolution FL2022-07 Loan Staff Agreement

a. Scott Hitchcock reviewed the resolution. Slight changes in position descriptions. Project Manager has a more process management focus.

i. Motion to accept: Susy Haugen
ii. Motion seconded: Jamie Robinson
iii. Majority vote: Passed

VOTE FL2022-07	City	Member
	Auburn	Jamie Thomas (absent)
YES	Bellevue	Jamie Robinson
YES	Des Moines	Jeff Friend for Beth Ann Wroe
YES	Everett	Susy Haugen
YES	Kent	Molly Bartlemay for Paula Painter
YES	Lake Forest Park	Lindsey Vaughn
YES	Renton	Kari Roller

YES	**Seattle**	**Jamie Carnell**
YES	**Tacoma**	**Andy Cherullo**

6. DISCUSSION ITEMS:

A. October Monthly Business Review

Scott Hitchcock reviewed the Monthly Business Review. Production Support tickets were way up during this filing month. Call center volume is significantly higher month-over-month. Scott is meeting with Avenu later this week regarding reducing call volume. Three were no questions or comments.

B. State Audit

Scott Hitchcock shared that the state is currently conducting a scheduled audit of FileLocal. The audit focus is on accountability (laws and regulations) and will cover the period of 2018-2020. There were no questions or comments.

C. Workplan 2023

Scott Hitchcock reviewed the Workplan 2023. Scott plans to meet quarterly with each city to go over the SLA and other expectations. Certificate renewals are also an issue to be addressed. There were no questions or comments.

D. Vendor Warrants

Scott Hitchcock reviewed the 3rd Quarter 2022 Vendor Warrant list. There were no questions or comments.

E. FileLocal Stabilization Plan

Scott Hitchcock presented a plan to move Filelocal from a current state of minimal operation to one of stable operation. Weekly occurrences with KUBRA and Avenu who have no contractual relationship with each other. Reviewing, revising, and documenting processes, such as Change Requests (CRs) and the Portfolio. There were no questions or comments.

7. ADJOURNMENT

On a motion made by Jeff Friend and seconded by Jamie Robinson, the meeting of the Executive Board adjourned at 11:59 a.m.

Respectfully Submitted,

Julie Panick
Secretary, FileLocal