



SOUND CITIES ASSOCIATION

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Meeting Minutes

May 18, 2022

10 AM - Noon

1) Call to order

SCA Vice President Jan Molinaro called the meeting to order at 10:00 AM. Vice President Molinaro noted that the meeting was being held virtually due to the COVID-19 public health emergency, and noted that any discussion in the chat logs would be maintained for public records purposes and included with the meeting minutes ([Attachment A](#)). Present via Zoom were members Jan Molinaro, Wendy Weiker, Bill Boyce, Amy Ockerlander, Jim Ferrell, Ed Prince, Carl Cole, Jeff Wagner, Traci Buxton. Staff present were Deanna Dawson, Brian Parry, and Kazia Mermel.

2) Public Comment

Vice President Molinaro asked if there were any members of the public present for comment. Hearing none, this portion of the agenda was closed.

3) Consent Agenda

Vice President Molinaro asked for any questions or concerns regarding the consent agenda consisting of the minutes of the April 20, 2022 SCA Board of Directors Meeting and the March 2022 financial reports.

Amy Ockerlander moved, seconded by Jeff Wagner to approve the consent agenda consisting of the minutes of the April 20, 2022 SCA Board of Directors Meeting; and the financial reports of March 2022. The motion passed unanimously.

4) President's Report

Vice President Molinaro noted the very full agenda and deferred his report.

5) Executive Session to Discuss Personnel Matters

Ten-minute executive session began at 10:05. Executive session was ended at 10:15.

6) Potential Action – Staff Transitions

The board took the following actions:

- ***Bill Boyce moved, seconded by Ed Prince that, upon the separation date of the Executive Director, pursuant to SCA's Personnel Policies, in addition to wages earned through the separation date, to authorize payment to the Executive Director of any accrued and unused vacation leave earned through the separation date. In addition, pursuant to the Executive Director's contract and the separation agreement to be signed by the parties, to authorize payment of the equivalent of six months regular compensation.***
- ***Ed Prince moved, seconded by Jeff Wagner that, effective 5:00 PM on June 10, 2022, Brian Parry is named Interim SCA Executive Director and to authorize a 5% increase in pay during the period of his service as Interim SCA Executive Director.***
- ***Amy Ockerlander moved, seconded by Jeff Wagner, to ratify the promotion of Leah Willoughby to Chief Operating Officer of SCA effective May 16, 2022, at step two of the salary scale for the position.***

7) Executive Director's Report

Executive Director Deanna Dawson reported on efforts to support the transition to a new Executive Director of SCA. This includes communicating with SCA partners and regional associate members and coordinating ongoing contacts with SCA board members; scheduling SCA events for the remainder of 2022; coordinating ongoing support for the Equity Cabinet and the Leadership Advisory Committee; setting coverage for meetings convened by SCA with mayors, deputy mayors, city managers and administrators; and preparing a draft 2023 budget among other work. Dawson reported on recent meetings with County Executive Dow Constantine, the University of Washington, Boeing; visits to SCA cities; the most recent public health briefing; and the legislative panel hosted by SCA.

8) Treasurer's Report

- SCA Treasurer Jeff Wagner summarized the April 26, 2022 Finance Committee [Meeting Materials](#).
- Dawson gave update on sponsorships, including invoices sent since the last meeting of the board; expected payments and outstanding invoices; and new sponsors added since the last meeting of the board. SCA is on track to be on budget for sponsorship income for 2022.
- Dawson summarized discussion at the Finance Committee related to SCA's investment policies. She noted the Committee was working with Time Value Investments to advise on investment options for SCA. A recommendation from the Finance Committee is anticipated to be considered at the June board meeting.
- Dawson summarized impacts of the Executive Director transition and work related to recruitment of a new Executive Director.

After Discussion, the board took the following actions:

Jeff Wagner moved, seconded by Ed Prince to authorize President Birney, with the advice of the Executive Committee, to retain Karas Consulting to recruit a new Executive Director for SCA. The motion passed unanimously.

Vice President Molinaro moved, seconded by Traci Buxton to authorize adjusting credit card limit for Leah Willoughby to \$15,000. The motion passed unanimously.

Jeff Wagner moved, seconded by Bill Boyce, to direct Treasurer Jeff Wagner to review bank statements, deposits and/or checks received, staff timesheets, payroll reports, credit card statements, and reconciliation reports as an internal control until a permanent Executive Director is hired. The motions passed unanimously.

Jeff Wagner moved, seconded by Ed Prince, to authorize Brian Parry as a signer on SCA bank accounts and contracts, and to perform all other duties of the Executive Director, until the permanent Executive Director is hired. The motion passed unanimously.

- e. Dawson summarized board policies related to member dues. The SCA board has discussed changing the formula for member dues for several years. Dues were frozen during the pandemic, but typically increase by a combination of population increase and inflation. For dues purposes, inflation is capped at 3%. In order to take effect, any changes to the dues formula adopted in SCA board policies will also need to be approved at the SCA Annual Meeting.

After Discussion, the board took the following actions:

Jeff Wagner moved, seconded by Ed Prince, to amend the SCA Board Policies regarding population caps to adjust cap to population to 90,000 for 2023 dues, and 100,000 for 2024. The motion passed unanimously.

Jeff Wagner moved, seconded by Ed Prince, to amend the SCA Board Policies regarding annual adjustment to assessment rate, and to revise the current 3% cap on the adjustment to the rate to 5%. The motion passed unanimously.

Dawson summarized the need for additional administrative support to improve the operations of the organization.

After Discussion, the board took the following action:

Jeff Wagner moved, seconded by Ed Prince, to authorize staff to proceed with hiring a part-time administrative assistant for 2022, with the intention that the position become permanent if adjustment to dues are approved by the membership at the SCA Annual Meeting. The motion passed unanimously.

- f. There were no other updates.

9) PIC Chair’s Report

As PIC Chair Bill Boyce reported that PIC will meet on June 8 via Zoom and that he is anticipating PIC will again meet virtually in July. PIC does not meet in August, but there may be an opportunity to meet in person as soon as September.

10) Equity and Inclusion Cabinet

Equity and Inclusion Cabinet Chair Ed Prince spoke about opportunities for the future work of the Cabinet and recent discussions related to how cities define equity. Two new members were recently added to the committee.

After Discussion, the board took the following action:

Ed Prince moved, seconded by Traci Buxton, to formally establish the Equity and Inclusion Cabinet in the SCA Board Policies. The motion passed unanimously.

11) Regional Homelessness Authority Update

Ed Prince reported on the Regional Homelessness Authority (KCRHA), noting that there is a caucus meeting with Marc the following week. Recent discussions included exploring federal response to homelessness and concern about the lack of specificity to date in the KCRHA budget.

12) City Administrator’s Report

City Manager/Administrator Representative Carl Cole reported on the May 2022 City Managers and Administrators Meeting. Discussion topics included a presentation from Tukwila on work they are doing related to housing; and, a presentation from Mercer Island on what they have done to reassess their Parks and Recreation Department in the wake of COVID.

13) Leadership Advisory Council

Executive Director Deanna Dawson reported on a recent meeting with the Leadership Advisory Council, which is composed of all past SCA presidents who are still elected officials in SCA cities. The SCA past president and current president are also included in the meetings to ensure a connection with the SCA board. Dawson noted the value they bring to the organization as experienced regional leaders familiar with the work of SCA. Dawson encouraged engaging the Council as part of the recruitment process for a new Executive Director of SCA. After Discussion, the board took the following action:

Jeff Wagner moved, seconded by Wendy Weiker to formally establish the Leadership Advisory Council in the SCA Board Policies. The motion passed unanimously.

14) Discussion Items

- a. Veterans, Seniors, and Human Services Levy

Executive Director Deanna Dawson reported that terms of SCA staff representatives on the Veterans, Seniors, and Human Services Advisory Board are set to expire and that the current members are all eligible and willing to continue to serve.

After Discussion, the board took the following action:

Jeff Wagner moved, seconded by Ed Prince, to reappoint SCA representatives to the Veterans, Seniors, and Human Services Advisory Board as follows:

- **Maryjane Van Cleave, Recreation and Neighborhoods Director at the City of Renton, Vulnerable Populations Subcommittee;**
- **Lori Guilfoyle, Human Services Coordinator at the City of Kent, Seniors Subcommittee;**
- **Pete Lewis, former SCA President and former Mayor of Auburn, Veterans Subcommittee.**

The motion passed unanimously.

b. Board Priorities

c. 2022 SCA Accomplishments

Members were asked to share any 2022 SCA Accomplishments.

d. 2022 SCA Board Retreat

i.) Review 2022 Commitments

Members discussed progress toward 2022 commitments. This item will continue to be brought back for discussion at future meetings.

ii.) Equity and Inclusion

Members discussed progress toward 2022 commitments. This item will continue to be brought back for discussion at future meetings.

iii.) Other

There were no other updates on this item.

e. Upcoming and Potential SCA Events

Executive Director Dawson updated that a date was being confirmed to have Brian Surrat, President and CEO of Greater Seattle Partners, speak at an upcoming SCA networking event.

15) For the Good of the Order

Executive Director Deanna Dawson thanked the board for the opportunity to serve as the Executive Director of SCA. She spoke to her interest in ensuring in her new role as CEO of the Association of Washington Cities there is a good connection between the two organizations. Members thanked Deanna for her service and spoke to the many accomplishments of SCA under her leadership.

16) Meeting was adjourned by Vice President Molinaro at 11:53 AM.

May 18, 2022 SCA Board Meeting
Attachment A: Zoom Chat Log