



SOUND CITIES ASSOCIATION

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SCA Board of Directors

Meeting Minutes

September 21, 2022

10 AM - Noon

Tukwila Community Center, Executive Conference Room

1) Call to Order

SCA President Angela Birney called the meeting to order at 10:15 AM. Present were members Jan Molinaro, Traci Buxton, James McNeal, and Carl Cole, and staff Brian Parry and Leah Willoughby. Present virtually via Zoom were members Amy Ockerlander, Mary Lou Pauly, and Wendy Weiker. Absent were members De'Sean Quinn, Bill Boyce, and Jim Ferrell. Jeff Wagner joined the meeting at 10:18 AM during item 5. Ed Prince joined the meeting at 11:50 AM during item 14.

2) Public Comment

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

3) Consent Agenda

President Birney asked for any questions or concerns regarding the minutes of the July 20, 2022 SCA Board of Directors Meeting; and the June 2022 financial reports, consisting of the June 2022 Balance Sheet and June 2022 Profit & Loss Report.

McNeal moved, seconded by Pauly, to approve the consent agenda consisting of the minutes of the July 20, 2022 SCA Board of Directors Meeting; and the financial reports of June 2022. The motion passed unanimously.

4) President's Report

In the interest of time, President Birney moved to the next item on the agenda.

5) Executive Director's Report

Interim Executive Director Brian Parry reported on recent, upcoming, and potential meetings and events, and encouraged members to attend. Parry thanked SCA staff for their work during the Executive Director transition.

6) Treasurer's Report

- a. SCA Treasurer Jeff Wagner summarized the July 26, 2022 Finance Committee [Meeting Materials](#).

- b. Wagner summarized sponsorships, including total sponsorship income received to-date; sponsorship payments received since the last meeting of the board; and status of outstanding sponsorship invoices. SCA is on track to be on budget for sponsorship income for 2022.
- c. Wagner reported that the Finance Committee reviewed the 2023-2024 SCA Office Lease with the City of Tukwila, and recommended approval to the full board. After discussion, the board took the following action:

Wagner moved, seconded by McNeal to approve the draft 2023-2024 office lease contract between SCA and the City of Tukwila, as provided in the meeting materials, as recommended by the SCA Finance Committee. The motion passed unanimously.
- d. Wagner reported that staff continues to work on the 2023 and will bring a draft budget to the Finance Committee before bringing to the full board.
- e. There were no other updates.

7) PIC Chair's Report

As PIC Chair Boyce was not present, President Birney and Interim Executive Director Brian Parry reported on the September 14, 2022 Public Issues Committee (PIC) Meeting ([Meeting Materials](#)).

- a. Birney reported that call for nominations has been opened, and nominations information has been distributed to SCA elected officials and city staff. Responding to question from Ockerlander, Parry noted staff is working on plans for an information session for applicants on the nomination process.
- b. Birney reported PIC members are shared their cities' planned activities related to Domestic Violence Awareness Month, in October. Parry noted that SCA Domestic Violence Initiative Regional Task Force (DVI) caucus members plan to draft a letter to the King County Executive and King County Council requesting additional funding for the Protection Order Advocacy Program.
- c. Parry briefly summarized item regarding Commercial Aviation Capacity, as also discussed at an earlier meeting of the Board. Birney reported that PIC members had meaningful discussion.

8) Regional Homelessness Authority Update

President Birney reported on the Regional Homelessness Authority (KCRHA), noting a meeting the prior week, at which budget update and update of the five-year plan were shared. Parry reported that SCA staff is working on plans for a lunch and learn event with KCRHA in late fall.

9) City Administrator's Report

City Manager/ Administrator Representative Carl Cole reported on the September City Managers Meeting. Topics included presentation from Christina Mason, King County Drug Diversion Court; legislative update, and budget roundtable discussion.

10) Leadership Advisory Council

President Birney reported that the Leadership Advisory Council continues to meet monthly. There were no actions to report.

11) Equity and Inclusion Cabinet

This item was moved to the end of the agenda.

12) Legislative Committee Update

President Birney asked members to consider the nomination of members to the Legislative Committee.

Wagner moved, seconded by Buxton to appoint to the 2022-2023 Legislative Committee the following SCA Board Members: Angela Birney, James McNeal, Ed Prince, Mary Lou Pauly, Jan Molinaro, and De'Sean Quinn. The motion passed unanimously.

SCA Policy Director Brian Parry reported SCA is in the initial stages of developing a legislative agenda for the coming year. Cities are encouraged to send their respective to legislative agendas, as well as potential legislative priorities to SCA staff, for the purpose of ensuring alignment of SCA priorities with those of its member cities.

13) Executive Session to Discuss Personnel Matter

Wagner moved, seconded by Molinaro to hold to hold an executive session to review the qualifications of applicants for public employment, as authorized by RCW 42.30.110(1)(g). The executive session is expected to last 10 minutes.

The Board convened into executive session at 10:58 AM for ten minutes to discuss a personnel matter. Staff Willoughby left the room for the Executive Session. At 11:08, executive session was extended by 20 minutes. No action was taken in the Executive Session.

The Board reconvened the public meeting at 11:28.

14) Discussion Items/Updates

- a. SCA Interim Executive Director Brian Parry gave brief update on the Executive Director recruitment, noting upcoming final interviews and possible of follow up meeting with recruiting firm. There will be need to call a special meeting of the Board to approve the decision on the hiring following interviews and possible meeting.
- b. SCA Chief Operating Officer Leah Willoughby gave brief update on Administrative Assistant hiring. This was also discussed earlier in the agenda.
- c. Call for nominations update
This item was discussed earlier in the agenda. Parry asked members to encourage applications.

d. Board Elections

SCA Interim Executive Director Brian Parry reported that there will be vacancies on the 2023 SCA Board of Directors. The board elections are tentatively planned as pre-PIC session before December PIC meeting. Parry reminded group on the process and format of the board elections, and asked for any questions or feedback.

e. 2023 Board Leadership

SCA Interim Executive Director Brian asked group members to be considering leadership positions for the 2023 board. Individuals interested should bring to Executive Committee.

f. New FSA Plan Agreement

SCA Chief Operating Officer Leah Willoughby summarized new FSA plan, noting no substantive changes from the previously implemented plan. New plan is necessary due to benefit carrier changing vendors. After discussion, the board took the following action:

Molinaro moved, seconded by Wagner to approve the FSA Plan with effective date of January 1, 2023, as provided by new vendor, Rehn & Associates. The motion passed unanimously.

g. Upcoming Events

This item was discussed earlier in the agenda. Policy Director Parry encouraged members to attend events.

h. 2022 SCA Accomplishments

President Birney asked members to continue to consider accomplishments of SCA in 2022. This item will be brought back for discussion at the next meeting of the board.

i. 2022 SCA Board Retreat

i.) Review 2022 Commitments

Members checked in regarding progress with 2022 commitments. This item will continue to be brought back for discussion at future meetings.

ii.) Equity and Inclusion

This item was discussed earlier in the agenda.

iii.) Other

There were no other updates.

Following discussion items, Chair Ed Prince gave an update on the Equity and Inclusion Cabinet. This was moved from earlier in the agenda. Prince reported that a new member was appointed to the cabinet; group continues to meet regularly; and group members were invited to upcoming final interviews for the SCA Executive Director recruitment.

15) For the Good of the Order

There were no items for the good of the order.

16) Meeting was adjourned by President Birney at 11:58 AM.