

Meeting Minutes

NORCOM Governing Board

City of Bellevue, Room 1E-108

January 13, 2012

Governing Board Reps Present: Brad Miyake, Jim Roepke, Kurt Triplett, Donna Hanson, Rich Conrad, Bob Larson, David Burke, Lee Soptich, Wes Collins, Chris Connor, Jim Torpin, Mark Bunje, and Mark Chubb.

1. Call to Order

The NORCOM Governing Board was called to order by Brad Miyake, Governing Board Chair, at 9:01 a.m. on January 13, 2012.

2. Roll Call

Roll was called and a quorum established.

3. Action Items

A. Consent Agenda

Mark Chubb made a motion to approve the items on the Consent Agenda. Items included on the Consent Agenda were: Minutes from the 12/09/11 meeting and Voucher Approval for December 1 through December 31, 2011.

Accounts Payable check numbers 3062-3123	\$ 252,266.40;
Payroll	\$ 464,410.60;
Electronic Payments	\$ 218,620.48

Motion carried.

4. New Business

A. Appointment of New Board Secretary

Pam Bissonnette summarized the need for a Board Secretary and recommended Heather Facer for the position. Mark Chubb made a motion to nominate Heather Facer as the Governing Board Secretary. Motion carried.

5. Old Business

A. Financial System RFP-Authorization to negotiate with successful bidder

After reviewing criteria, costs, demonstrations, and reference checks the Finance Committee and Gwen Pilo identified Springbrook as the best option for NORCOM's financial software selection. Gwen Pilo asked that the Governing Board provide NORCOM with authority to begin the negotiation process with Springbrook. Gwen Pilo also advised the Governing Board will be presented with a final contract before final approval. Kurt Triplett made a motion to appoint Springbrook software as the most responsive proposer to meet the needs of NORCOM and authorize the Executive Director to begin contract negotiations with Springbrook software for the purchase and implementation of the financial system software. Motion carried.

6. Staff Reports

Individual staff reports from NORCOM staff were included in the Board packet. Chair Miyake asked if Board members had any questions regarding the reports or if NORCOM staff had anything to add to their reports.

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A. Interim Executive Director

Pam Bissonnette discussed the Executive Director Deliverables and suggested adding NORCOM's clients as one of the components in NORCOM's overall assessment process.

7. Committee Reports

A. Joint Operations Board

Chief Wes Collins reported out that Police Chief Bill Archer was appointed as the new 2012 Vice Chair for the Joint Operating Board.

B. Finance Committee

Tracey Dunlap had nothing to report.

C. Strategic Planning Committee

Rich Conrad discussed the following:

- Changing Executive Director Profile

Pam Bissonnette discussed the following:

- Addendums to the current Executive Director job description
- Strategic Planning and NORCOM's future
- Process & Schedule

Discussion followed regarding submitting edits to the current Executive Director job description and the process to engage a recruiter. Mark Chubb made a motion for the Governing Board to authorize the Interim Executive Director to work with the Strategic Planning committee to select a recruiter and to negotiate and execute a contract for the recruitment of determining the Executive Director subject to the board's existing procurement policies, with a cap of \$40,000. Motion Carried.

D. IT Committee

Mark Nelson introduced Brian Hudson from DELTAWRX and Mike Kaser, the newly appointed Chair of the NORCOM IT Committee. Mike Kaser provided an update on the first IT Committee meeting. Brian Hudson explained DELTAWRX's role in NORCOM's assessment and encouraged Board Members to contact him directly if they were interested in being a part of DELTAWRX's analysis.

8. Executive Session – Potential Litigation and Personnel

An Executive Session was held to discuss potential litigation pursuant to RCW 42.30.110(i) and personnel pursuant to RCW 42.30.110(g). Brad Miyake announced that the Executive Session would last 36 minutes at which time, regular session would resume. The Executive Session began at 9:54 a.m. and was extended for an additional 85 minutes ending at 11:55am.

Meeting adjourned at 11:55 a.m.

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Approved by:



Chair

Attest: 

Secretary