

Meeting Minutes
NORCOM Joint Meeting of the Governing Board
Peter Kirk Room
City of Kirkland
March 14, 2008 – 8:30 a.m.

Governing Board Members Present: Warren Burns, Tracy Burrows, Wes Collins, Chris Connor, Matt Cowan, Rich Conrad, Marcus Kragness, John Lambert, Steve Sarkozy, Lee Soptich, Mitch Wasserman, Tom Weathers

Operating Board Reps: Ed Holmes, Mario Trevino

1. Approval of Minutes from February 8th

The Governing Board unanimously approved the minutes.

2. Calendar

Tracy Burrows reminded the Governing Board members to designate an elected official representative for the Principals Assembly on May 14th and noted that the event honoring the Congressional Delegation for their support of NORCOM is to take place on March 18th at Bellevue City Hall. NORCOM received two federal appropriations totaling \$1.7 million.

3. Acceptance of Redmond as a Subscriber Agency.

The Governing Board voted unanimously to accept Redmond as a subscriber agency.

4. Adoption of Organizing Resolutions

The Governing Board adopted the following resolutions by unanimous vote: Open Public Meetings Act; Public Records Act; and Authorization of the Payment of Claims. It was noted that the Board would annually adopt a resolution with the schedule of governing board meetings as part of compliance with the Open Public Meetings Act.

- 4a. Committee Reporting Relationships

Marcus Kragness noted that with the addition of NORCOM staff members, the role of the committees and the committee chairs is evolving. As the new staff come on board, they will play a more central role in the management of the committee work. There was agreement that the Technology Committee should transition so that the committee reports to the Technology Project Manager. Chelo Picardel pointed out that in major technology procurements, there is typically a Steering Committee, a Project Manager, and a Project Team and that it would be good to clarify those roles.

Ed Holmes noted that the Joint Operating Board is trying to carve out a role that is separate from the work of the committees and the executive director and it is not yet clear what that role is. He suggested that there may not be a need to meet as often as is currently scheduled. Chris Fischer suggested that there will be a continuing need for the committees – particularly the finance committee. With the finance committee, the members can act as a liaison to their respective governing board representatives and advise them on the finance and budget matters related to NORCOM. There was agreement that NORCOM is in a transitional period and it may take time to define the roles of the committees and Joint Operating Board.

5. Executive Director Report

Chris Fischer updated the group on space planning and the search for interim office space. There were 31 candidates for the HR manager position—the top candidate has been offered the job with a tentative start date of April 1.

The work has begun on the 2009 budget. The budget will reflect a 15% increase in salaries from 2006 to 2009, so the members should be prepared for that. On operational issues, Chris has been working on developing a consistent definition of calls for service and working out the records functions that will be performed by NORCOM.

6. Joint Operating Board

Mark Nelson reported on the progress of the technology procurement. There was no clear lead vendor after the demo meetings. Additional information has been requested of all the vendors. Mark Nelson is coordinating reference checks. Site visits are on hold. Mark advised that we not get boxed into a go live date that may force us into a bad decision. The procurement needs to be timely, but it needs to be done right. The current schedule for implementation is very aggressive.

Committee Reports

(a) Finance

The Finance Committee met with the State Auditor's Office to introduce them to NORCOM and get their feedback on grants administration and reporting requirements. The Auditor's office noted some potential areas where organizations like NORCOM get into trouble, including travel, not reconciling bank accounts, and non-compliance with bid laws and purchasing requirements.

Tracey Dunlap recommended that Redmond's subscriber funds be allocated to the capital reserve and there was agreement to that end.

Steve Sarkozy moved to **approve the claims for the period 1/1/08-3/4/08 in the amount of \$28, 258.77**. Mitch Wasserman seconded the motion and it carried unanimously.

(b) Grants

Mario Trevino reported that at the Core Group Meeting, NORCOM's UASI rating moved up considerably. We now have tentative approval for \$1.0 million in UASI funding. Mario is working to get that up to \$1.3 million. The Core Group recommendation will go through a state and federal review and approval process. It is a fiercely competitive process, but NORCOM is in a good position to receive funding at this time. The final determination is months away.

The meeting adjourned at 9:45