



MEETING AGENDA

MEETING: Valley Communications Center (VCC) Administration Board
LOCATION: VCC Board Room – 27519 108th Ave SE, Kent WA
DATE & TIME: Friday, December 7th, 2018 at 1000 hours

If an item below is bolded, related documents are attached

1. Welcome and Introduction
2. Report from any Member
3. Report from Operations Board
4. Report from Executive Director
 - a. **Call Volume Statistics**
 - b. **Director's Report**
 - c. Email Addresses – Tom Brubaker, VCC Counsel
5. Action Items:
 - a. **VCC Strategic Report Presentation and Approval – BDS Planning**
 - b. **Operations Board Composition Recommendation – BDS Planning**
 - c. **Meeting Minutes from the November 2nd Meeting**
 - d. **Voucher and Payroll Approval, September - November**
6. Executive Session – Discuss Litigation
7. Next regular scheduled Admin Board – January 4th, 2019
8. Adjourn





MEETING MINUTES

MEETING: VCC Administration Board Meeting
LOCATION: VCC Board Room – 27519 108th Ave SE Kent, WA 98030
DATE: Friday, November 2nd, 2018

MEMBERS: Mayor Backus, *City of Auburn*
Mayor Ekberg, *City of Tukwila*
Mayor Ferrell, *City of Federal Way*
Mayor Ralph, *City of Kent*
Mayor Law, *City of Renton*

VISITORS: Quinn Oppenheim, *Summit Law Group*

VCC STAFF: Lora Ueland, *Executive Director*
Vonnie Mayer, *Deputy Director*
Sean Morrow, *Human Resources Manager*
Tatyana Bogush-Stakhov, *Finance Manager*
Evan Nelson, *Training Manager*
Mary Sue Robey, *Administrative Services Manager*
Tracy Fitzgerald, *Administrative Services Assistant*

Welcome and Introductions. Chairperson Mayor Backus called the meeting to order at 1004 hours. Introductions were made around the room.

Report from Any Member. None.

Report from the Operations Board. Executive Director Ueland stated the regular monthly October meeting was canceled. The Ops Board will meet on November 29th and will report to the Administration Board at the December 7th meeting.

Report from Executive Director.

Call Volume Statistics. Deputy Director Mayer asked if there were any questions regarding the call volume stats included in the meeting packet. There were no questions or concerns.

Executive Director's Report. There were no questions or concerns regarding the Director's report included in the Admin Board meeting packet.



Action Items by Consent. *Mayor Ralph moved to approve the minutes from the October 5th, 2018 meeting. Mayor Law seconded. Motion approved.*

Executive Session. At 1005 hours, Mayor Backus requested the Board to move into Executive Session for 45 minutes under RCW 42.30.110(1)(i) for the purpose of discussing litigation. Attorney Quinn Oppenheim remained in the room for the Executive Session. The Executive Session was extended 15 minutes and adjourned at 1055 hours

At 1056 Mayor Backus convened the general meeting.

With no further business, Mayor Backus stated the next regular meeting will be held December 7th, 2018. The meeting was adjourned at 1056 hours.

Respectfully submitted,

Tracy Fitzgerald,
Administrative Services Assistant

