



MEETING AGENDA

MEETING: Valley Communications Center (VCC) Administration Board
LOCATION: VCC Board Room
DATE & TIME: Friday, January 10, 2014 at 0930 hours

If an item below is bolded, related documents follow the agenda

1. Welcome and Introductions
2. Report from any Member
3. Report from Operating Board Chair
4. Report from the Executive Director
5. Action item
 - a. **Meeting Minutes Approval from December 6, 2013**
6. Next scheduled meeting - February 7, 2014
7. Adjourn





MEETING MINUTES

MEETING: VCC Administration Board
LOCATION: VCC Board Room
DATE: Friday, January 10, 2014

MEMBERS: Chair Mayor Law, *City of Renton*
Mayor Ferrell, *City of Federal Way*
Mayor Haggerton, *City of Tukwila*
Mayor Cooke, *City of Kent*
Mayor Backus, *City of Auburn*

VISITORS: Pat Fitzpatrick, *VCC/City of Kent, Acting City Attorney*
Chief Wilson, *Federal Way Police*
Chief Peterson, *Renton Fire*
Joe Piksa, *Motorola*

VCC STAFF: Lora Ueland, *Executive Director*
Mary Sue Robey, *Administrative Services Manager*
Tatyana Bogush-Stakhov, *Finance Manager*
Vonnie Mayer, *Operations Manager*
Justina Hanquet, *Training Assistant*
Yvonne Carslay, *Training Manager*
Sheryl Kowalczyk, *CAD Project Supervisor*
Brian Powell, *CAD Project Administrator*
Kristin Meitzler, *IT Manager*
Cesar Figueroa, *HR Manager*

Welcome and Introductions. Chair Mayor Law welcomed everyone and called the meeting to order at 0933 hours.

Mayor Law extended a welcome specifically to Mayor Backus and Mayor Ferrell, both joining the Board effective January 1.

Report from any Member. None

Report from Operating Board Chair. None

Reports from the Director and Staff. Director Ueland announced Human Resources Manager Cesar Figueroa gave his resignation, effective January 24th. She is aggressively recruiting a replacement, an HR Temp will be hired until position is filled. Also, the Payroll



and Accounting Specialist has been moved into a Benefits position and recruitment for a temporary P&A Specialist has begun. In the 2015 budget there will be most likely a request for a Benefits FTE.

PSERN. The outcome of the last meeting in late December was that the RFP response due date has been moved to mid March. This is causing the project dates to slide and potentially will move the date for presentation to the voters to August 2015. PSERN is assuming there are 12 PSAP's in the county during discussions.

PSAP. Director Ueland plans to draft a white paper bringing the Board up to date on the PSAP Consolidation. At the December 12, 2013 meeting discussion was held regarding the process and that data has to drive the solution. The next meeting is scheduled for January 14th where they will look at the financials. King County assured they are a partner.

Minutes. *Mayor Haggerton moved to accept the minutes from the December 6, 2013 meeting. Mayor Cooke seconded. Motion passed.*

Mayor Law announced the next regular Administration Board meeting is scheduled for February 7, 2014 at 10:00 AM.

With no further business, Mayor Law adjourned the meeting at 1001 hours.

Respectfully submitted,

Mary Sue Robey
Administrative Services Manager

