



MEETING AGENDA

MEETING: Valley Communications Center (VCC) Administration Board
LOCATION: VCC Board Room – 27519 108th Ave SE, Kent WA
DATE & TIME: Friday, November 2nd, 2018 following the VCC Development Authority meeting beginning at 10:00 AM

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**
5. Action Items by consent:
 - a. **Meeting Minutes Approval from the October 5th, 2018 meeting**
6. Executive Session – Discuss Litigation
7. Next regular scheduled Admin Board – December 7th, 2018
8. Adjourn





MEETING MINUTES

MEETING: VCC Administration Board Meeting
LOCATION: VCC Board Room – 27519 108th Ave SE Kent, WA 98030
DATE: Friday, October 5, 2018

MEMBERS: Mayor Backus, *City of Auburn*
Mayor Ekberg, *City of Tukwila*
Mayor Ferrell, *City of Federal Way*
Mayor Ralph, *City of Kent*
DC Jon Schuldt, *Proxy for Mayor Law, City of Renton*

VISITORS: Shannon Phillips, *Summit Law Group*

VCC STAFF: Vonnie Mayer, *Deputy Director*
Sean Morrow, *Human Resources Manager*
Mary Sue Robey, *Administrative Services Manager*
Tracy Fitzgerald, *Administrative Services Assistant*
Evan Nelson, *Training Manager*
Denese Moore, *Supervisor II*
Tara Massey, *Dispatcher*

Welcome and Introductions. Chairperson Mayor Backus called the meeting to order at 1002 hours. Introductions were made around the room.

Report from Any Member. None.

Report from the Operations Board. None.

Report from Executive Director. Deputy Director Vonnie Mayer reported in the absence of Executive Director Lora Ueland.

Recognition. Deputy Director Vonnie Mayer introduced APCO winners COII CTO Tara Massey and Supervisor Denese Moore. Dispatcher Massey received the Washington State APCO/NENA Telecommunicator of the Year for Sustained Superior Performance and Supervisor Denese Moore received the APCO International Award for Line Supervisor of the Year.

Recent Phone Outage. Deputy Director Mayer briefed the Admin Board on a phone issue which occurred on October 4, 2018.



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 September 7th, 2018 meeting. Mayor Ferrell seconded. Motion approved.*

Executive Session. At 1014 hours, Mayor Backus requested the Board to move into Executive Session for 30 minutes under RCW 42.30.110(1)(i) for the purpose of discussing litigation. Attorney Shannon Phillips remained in the room for the Executive Session. The Executive Session was adjourned at 1044 hours

At 1044 Mayor Backus convened the general meeting.

With no further business, Mayor Backus stated the next regular meeting will be held November 2nd, 2018. The meeting was adjourned at 1046 hours.

Respectfully submitted,

Tracy Fitzgerald,
Administrative Services Assistant

