

**SEATTLE INDIAN SERVICES COMMISSION
MINUTES OF THE MEETING
October 25th, 2006**

Ms. Rosalee Walz – Chairman at 5:30pm, called the Wednesday, October 25th meeting of the Seattle Indian Services Commission to order.

Present were:

Andrina Abada, Commissioner	American Indian Women’s Service League
Howard Hansen, Commissioner	Seattle Indian Health Board
Vice-Chairman-Iris Friday, Commissioner	American Indian Women’s Service League
Debora Juarez, Commissioner	United Indians of All Tribes Foundation
Treasurer-Augustine McCaffery, Commissioner	United Indians of All Tribes Foundation
Chairman-Rosalee Walz, Commissioner	Seattle Indian Health Board

Absent were:

Carla Jones, Commissioner	Seattle Indian Center
<i>Vacant position</i>	Seattle Indian Center
<i>Staff/Public</i>	
J. Michael Marshall	SISC Staff
Carol Peloza	SISC Staff
Jim Hopkins	SIC
Lourdes Nolasco	SIC

AGENDA ITEMS:

1. Approval of Agenda – Ms. Walz requested a motion be made to approve the agenda.

Ms. Abada made a motion to approve the Agenda as submitted, seconded by Mr. Hansen, the motion carried.

2. Approval of Minutes – Ms. Walz requested a motion be made to approve the minutes of September 19th, 2006, so moved by Mr. Hansen and seconded by Ms. Juarez, the motion carried.

3. Executive Director’s Report.

a. Financial Reports

MONTH-CLAIMS	CHECK NUMBERS	OPERATING ACCOUNT \$
JULY-05 - JUNE-06	13539 TO 14213	1,179,298.45
JULY-06	14214 TO 14289	112,940.92
AUGUST-06	14290 TO 14339	98,966.84
SEPTEMBER-06	14340 TO 14388	89,627.22
		SISC PAYROLL ACCOUNT
JULY-05 - JUNE-06	7590 TO 7695	186,551.92
JULY 06-SEPTEMBER-06	7696 TO 7725	60,926.75

		TRADITIONS & BEYOND
JULY-05 - JUNE-06	4503 TO 4540	6,562.88
JULY-06 – SEPTEMBER-06	4541 TO 4543	1,513.87

Mr. Marshall presented the September financial report. Mr. Hansen asked how many staff was included in the payroll account. Mr. Marshall informed him of what was included in this category. Ms. Walz requested a motion to approve the financial report for September as submitted, so moved by Ms. Abada, seconded by Mr. Hansen, the motion carried.

Audits – Mr. Marshall informed the Board that we are awaiting final reports from both the State and O’Brien audits. We have not yet had an exit interview with the State. Mr. Marshall informed the Board that he had requested an opinion from our Attorneys with respect to the State Audit and some of the information they state applies to PDA’s.

Scholarship–There were no scholarship requests.

Request for Funds –The Seattle Indian Center requested a continuation of forgiveness of late fees and interest for the next six months. To date the Commission has forgiven them \$1,500 in late fees and approximately \$77.40 in interest. Ms. Walz requested a motion to approve the request, so moved by Ms. Abada, seconded by Ms. McCaffery, the motion carried.

Building Policies & Issues –We are still awaiting requested items.

Repairs –Royal Glass replaced six cracked windows in the Leschi Building. The new treatment for Thermal Paine failure was tried and was not successful.

Volunteers –City Year Seattle/King County on September 25th did 89.5 hours of yard and building maintenance work.

3. NEW BUSINESS

Audit Housekeeping

Retirement Plan The Commission offers retirement for all employees - a 403(b) voluntary reduction in salary plan.

Salaries – SISC actual salaries consist of both the line items for “Retirement” and for “Salary”. 99% of the salary is paid in 24 payments on or around the 15th and on or around the last day of the month) and 1 payment in conjunction with the November 30th regular payment of 1% of the annual salary. Other benefits – the Commission also offers medical for all its employees after six months employment. This includes dental/vision expenses.

Contracts - Ms. Pelosa entered into three (3) contracts; the Options Program, Community Technology Coordinator and the Grant Writer.

Home Delivery – Mr. Marshall informed the Board that from time to time deliveries have been made to his home address. This is due to the frequent confusion (no room numbers and 3 agencies with names that start “Seattle Indian.....”) with deliveries to the office and the occasional disappearance of items that Vendors claim were delivered.

Cell Phones - Mr. Marshall informed the Board that the State Auditor’s needed a resolution to cover the use of staff cell phones. Mr. Walz requested a motion to approve Resolution No. FY/07-10-01, so moved by Ms. Juarez, seconded by Ms. Abada, the motion carried.

Emergency – to re-affirm that an emergency had been declared for the SIC/Leschi repairs last January.

4. OLD BUSINESS

Ms. Walz requested volunteers to form a subcommittee for revising Commission documents.

Mr. Marshall stated that the Commission needs to continue to look into creating a 501(c) 3 to address various issues that the Commission is encountering.

Ms. Walz adjourned the October 25th Board meeting of the Seattle Indian Services Commission at 6:30pm.

Respectfully submitted: Carol Peloza, Assistant Director