

Minutes of the Proceedings of the
SEATTLE INDIAN SERVICES COMMISSION

March 17, 2009

CALL TO ORDER

The Council of the Seattle Indian Services Commission met in the Council Room in the Pearl Warren Building in Seattle, Washington on Tuesday, March 17, 2009, pursuant to the provisions of the Council Charter. The meeting was called to order at 5:45p.m. with Chairman Walz presiding.

The following members answered Roll Call: Chairman - Walz, Council Member - Friday, Council Member – Abada, Council Member - Hansen. A quorum was present.

Name	Agency	Present	Phone	Absent
Chairman – Rosalee Walz	SIHB		X	
Vice Chairman – Vacant	UIATF			
Secretary - Les Liggins	SIC			X
Treasurer - Augustine McCaffery	UIATF			X
Andrina Abada	AIWSL	X		
Howard Hansen	SIHB		X	
Iris Friday	AIWSL	X		
Jim Price	SIC		X	
Total		2	3	2
Staff/Public Present:(2)				
Michael Marshall, Executive Director	SISC	X		
Carol Peloza, Assistant Director	SISC	X		

AGENDA ITEMS:

I. APPROVAL OF AGENDA – Ms. Walz asked if there were any revisions to the agenda. The agenda was revised to reflect the date of March 17 in place of March 10th. Ms. Walz requested a motion be made to approve the Agenda as amended.

Ms. Friday made a motion to approve the Agenda seconded by Mr. Hansen.

In a roll call vote, ABADA, FRIDAY, HANSEN, and WALZ, voted aye.

The motion carried 4-0.

II. APPROVAL OF MINUTES – Ms. Walz asked if there were any corrections or additions to the minutes of February 17th. The minutes were amended to delete the reference to a telephone call in on Ms. Friday; Ms. Walz requested a motion be made to approve said minutes.

Mr. Hansen made a motion to approve the minutes of February 17th, 2009, seconded by Ms. Abada.

In a roll call vote, FRIDAY, HANSEN, and WALZ, voted aye, Ms. Abada abstained.

The motion carried 3-0-1 abstention.

III. EXECUTIVE DIRECTOR’S REPORT.

Financial Reports

OPERATING ACCOUNT-APPROVED DISBURSEMENTS		
MONTH-CLAIMS	CHECK NUMBERS	AMOUNT
July – December 2008	15323 thru 15576	\$747,962.77
January 2009	15577 thru 15614	\$115,748.72
February 2009	15615 thru 15648	\$111,507.15

SISC PAYROLL ACCOUNT-APPROVED DISBURSEMENTS		
July – December 2008	7965 thru 8023	\$119,460.54

January 2009	8024 thru 8034	\$19,951.08
February 2009	8035 thru 8045	\$17,747.57

TRADITIONS & BEYOND- APPROVED DISBURSEMENTS		
July - December 2008	4569 thru 4581	\$8,243.92
January 2009	4582	\$25.00
February	4583	Void

Financial Reports –Ms. Walz reiterated that the financial detail information is available to all Commissioners any time they wish to peruse it.

Operating Account:

February 34 checks from 155615 to 15648 for a total of \$111,507.15 in claims were paid.

Payroll Account:

January 11 checks from 8035 to 8045 for a total of \$17,747.57 in claims were paid.

Traditions & Beyond:

January 1 check for a total of \$25.00 in claims was paid.

February 2009 1 check – voided.

Financial Reports Mr. Marshall explained the February financial report. It was imported from QuickBooks to an excel spreadsheet. There were two errors the SIC went from 1 million in rent to 162,600, and the payment in November of 2008 was incorrectly coded it was all posted to interest when in fact \$150,000 should have been coded to a principal payment, other errors will be easily found in the excel format. Mr. Marshall informed the Board that the staff have reduced salary costs. Ms. Walz requested clarification on what basis they were being reduced. Mr. Marshall informed the Board that his hours were being reduced to 68+ hours per pay period, which is the first step in anticipation of his planned retirement, this amounts to \$803 per pay period and Ms. Pelozo was a voluntary reduction in pay at her request at \$310 per pay period. Ms. Walz thanked the staff for assisting with finding ways to cut costs for the Commission. Ms. Walz requested clarification on who funds Options, Mr. Marshall explained the Commission has primarily funded it and sometimes funding has been received by local Tribes. We are continuing to keep on eye on the building costs. We have switched to AAA Fire & Safety for our Annual Building Inspection the other account was a pass through with over double the costs. Mr. Rock has been hired as the Yard/Building Maintenance person his will not be a full time position. Doug Painte & Nicole Painte are no longer employed as Maintenance staff they were off payroll by the middle of February. We are still trying to get rid of the copier lease, neither US Bank nor the Witt Co. will tell us how to do it; they keep referring us back to each other. The spraying contract for the trees will be terminated to reduce costs. The HVAC system is still not working properly. Mr. Marshall explained the use of the American Express credit card and how it came to be. Mr. Marshall also informed the Board of the Financial Institutions the SISC uses. The Cell phone policy that approved in October of 2007 needs to be revised and will be presented at the next meeting. An accountant will start in mid April she will only be working part time. Ms. Walz asked if there were no further questions on the financial reports and disbursements that a motion is made to approve the financial report as presented. Ms. Abada made a motion to approve the February Financial Report & Disbursements, seconded by Ms. Friday. In a roll call vote, ABADA, FRIDAY, HANSEN, and WALZ, voted aye. *The motion carried 4-0.*

IV. NEW BUSINESS

1. Annual Report – The Annual Report was discussed and the following items were recommended for changes. Reformat report to see items more clearly, and add the following information – Leaders & Veteran’s Wall, The Huchoosedah After School Program, The Community Space, for Options include how many were in last years program and how many completed with their Tribal breakdowns. The Craft Shop needs to be expanded to include The Cultural Resource. Ms. Friday asked if City Year was included in this report, Mr. Marshall explained that City Year was in a prior reporting period. Ms. Walz asked if there were no further additions on the Annual reports that a motion is made to approve the Annual report as amended. Ms. Friday made a motion to approve the Annual Report as amended, seconded by Ms. Abada. In a roll call vote, ABADA, FRIDAY, HANSEN, and WALZ, voted aye.

The motion carried 4-0.

2. Bid Guidelines – The Revised Bid Guidelines were discussed and amended to clarify the language. Mr. Marshall went through the guidelines and explained how they work. Ms. Walz asked when the Prevailing Wage would be mentioned Mr. Marshall informed her it would be when it went out for bid it would be part of the information packet in the request for bid. Ms. Walz asked if there were no further amendments on the Revised Bid Guidelines that a motion be made to approve the Revised Bid Guidelines, as amended. Mr. Hansen made a motion to approve the Revised Bid Guidelines, as amended seconded by Ms. Abada. In a roll call vote, ABADA, FRIDAY, HANSEN, and WALZ, voted aye.

The motion carried 4-0.

V. OLD BUSINESS – No old business

Ms. Walz requested that a reminder of the next Board Retreat - May 16th be placed on the bottom of each notice as a reminder.

There being no further business Ms. Walz adjourned the March meeting of the SISC at 6:30pm.

Respectfully submitted - CLPelosa