

Minutes of the Proceedings of the
SEATTLE INDIAN SERVICES COMMISSION

April 21, 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, April 21, 2009, pursuant to the provisions of the Council Charter. The meeting was called to order at 5:35p.m. with Chairman Walz presiding.

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

Name	Agency	Present	Phone	Absent
Chairman – Rosalee Walz-Vice Chairman	SIHB	X		
Vice Chairman – Vacant	UIATF			
Secretary - Les Liggins	SIC			X
Treasurer - Augustine McCaffery	UIATF		X	
Andrina Abada - Chairman	AIWSL	X		
Howard Hansen	SIHB			X
Iris Friday-Secretary	AIWSL		X	
Jim Price	SIC	X		
Total		3	2	2
Staff/Public Present:(2)				
Michael Marshall, Executive Director	SISC	X		
Carol Pelozza, 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 add item #4 under New Business a request from Council Member Friday to sponsor a Community Event. Ms. Walz requested a motion be made to approve the Agenda as amended. Ms. Abada made a motion to approve the Agenda seconded by Mr. Price. In a roll call vote, ABADA, FRIDAY, MCCAFFERY, PRICE and WALZ, voted aye. *The motion carried 5-0.*

II. APPROVAL OF MINUTES – Ms. Walz asked if there were any corrections or additions to the minutes of March 17th. Council Member McCaffery requested clarification on the pay cut for the Assistant Director. Mr. Marshall informed the Board that it was a voluntary cut proposed by Ms. Pelozza herself against his recommendation. Ms. Walz requested a motion be made to approve said minutes. Ms. Abada made a motion to approve the Agenda seconded by Mr. Price. In a roll call vote, ABADA, FRIDAY, PRICE, and WALZ, voted aye, Ms. MCCAFFEY abstained. *The motion carried 4-0-1 abstentions.*

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
March 2009	15649 thru 15678	\$100,255.41

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
March 2009	8046 thru 8057	\$15,161.22

TRADITIONS & BEYOND- APPROVED DISBURSEMENTS		
July - December 2008	4569 thru 4581	\$8,243.92
January 2009	4582	\$25.00
February	4583	Void
March 2009	4584 – 4585	\$5,292.20

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

Operating Account:

March 30 checks from 15649 to 15678 for a total of \$100,255.41 in claims were paid.

Payroll Account:

March 10 checks from 8046 to 8057 for a total of \$15,161.22 in claims were paid.

Traditions & Beyond:

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

February 2009 1 check – voided.

March 2 checks 4584 & 4585 for a total of \$5,292.20 in claims were paid.

Financial Reports Mr. Marshall explained the March financial report. Mr. Marshall informed the Board that the following cuts had been made to continue to reduce costs. 1) Staff salary reductions – the Executive Director \$803.00 per pay period, The Assistant Director as of April 1, 2009 took a voluntary reduction in salary that totals \$10,000 from the approved budget. The Board asked on what basis the cuts were made. Mr. Marshall informed the Board that his was a reduction in hours he works Tuesday through Thursday, and that the Assistant Director’s was a voluntary reduction in pay, with the same hours. Ms. Pelosa reiterated that she made the reduction to make funds available for the Accountant, Mail Clerk & Data Entry Person. Mr. Marshall stated that the cut is more than what is needed for the three positions, none of which would be full time. 2) The Medical & Dental will decrease by \$250. 2) The tree spraying has been discontinued. Ms. Walz requested that if there were no further questions that the Financial Reports as amended (change in check numbers on Executive Director’s report), claims and disbursements, that a motion be made to approve the financial report as presented. Ms. Friday made a motion to approve the March Financial Report & Disbursements, seconded by Ms. Abada. In a roll call vote, ABADA, FRIDAY, MCCAFFERY, PRICE and WALZ, voted aye.

The motion carried 5-0.

The Annual Report has been turned into the City. The Bid guideline is available for review for those members not at the March meeting. Letters have gone out to local Tribes requesting assistance in funding the Community Technology Lab and the Options Program.

Jill Summit has started as our Accountant. She has made the following recommendations to assist in segregating of duties; 1) remove assistant director from checking 2) add Board individual to come in to sign checks at least twice a month 3) have Board individual come in to open and look at the Bank statements. 4) Have payroll done by an outside firm starting with the June payroll 5) hire someone to do the Quick books entries. The Board took the following actions regarding the recommendations. Ms. Abada volunteered to be a check signer. Mr. Marshall informed the Board that it had been tried in the past and had not worked that a Board member sign checks, his recommendation was to have an additional signature on checks over \$500.00. Ms. Abada volunteered to come in to open bank statements. Staff is in the process of recruiting for a data entry person familiar with Quick books and a mail log clerk. Mr. Marshall informed the Board that Payroll processing from an outside source was not a good idea; dealing with changing dates has been an issue with outside payrolls.

With only two employees cost is a factor. Ms. Walz requested a motion to approve the following recommendations; add Board member to check signing for checks over \$499, have designated Board Member to come in and open and look at monthly bank statements, have staff recruit for a Quick Books Data Entry Clerk and a Mail Clerk. Mr. Price made a motion to approve the recommendations as stated, seconded by Ms. Abada. In a roll call vote, ABADA, FRIDAY, MCCAFFERY, PRICE and WALZ, voted aye.
The motion carried 5-0.

IV. NEW BUSINESS

1. Ms. Walz informed the Board that she did not want to continue as Chair.

Elections -

Chairman-Ms. Friday nominated Ms. Abada for Chairman of the Board, seconded by Ms. McCaffery, there being no further nominations for Chair the nominations were closed. In a roll call vote nominating Ms. Abada as the Chairman, FRIDAY, MCCAFFERY, PRICE and WALZ, voted aye with ABADA abstaining.

The Nomination of Abada for Chairman carried 4-0 with 1 abstention.

Vice-Chairman-Ms. Friday nominated Ms. Walz for Vice-Chairman of the Board, seconded by Ms. McCaffery, there being no further nominations for Vice-Chairman the nominations were closed. In a roll call vote nominating Ms. Walz as the Vice-Chairman, ABADA, FRIDAY, MCCAFFERY, PRICE, voted aye with WALZ abstaining.

The Nomination of Walz for Vice-Chairman carried 4-0 with 1 abstention.

Secretary – Mr. Price nominated Ms. Friday for Secretary of the Board, seconded by Ms. Abada, there being no further nominations for Secretary the nominations were closed. In a roll call vote nominating Ms. Friday as the Secretary, ABADA, MCCAFFERY, PRICE and WALZ, voted aye with FRIDAY abstaining.

The Nomination of Friday for Secretary carried 4-0 with 1 abstention.

Treasurer – Ms. Friday nominated Ms. McCaffery for Treasurer of the Board, seconded by Ms. Abada, there being no further nominations for Treasurer the nominations were closed. In a roll call vote nominating Ms. McCaffery as the Treasurer, ABADA, FRIDAY, PRICE and WALZ, voted aye with MCCAFFERY abstaining.

The Nomination of McCaffery for Treasurer carried 4-0 with 1 abstention.

2. Economic Interest Statements – Mr. Marshall has applied to be a notary and should have everything in place to notarize by the next meeting.

3. Audit – Mr. Marshall went over the audit and read the two letters dated April 15, 2009 from Watson & McDonald. Ms. Abada requested a motion to accept the Audit, Ms. Walz made the motion to accept the audit seconded by Ms. McCaffery. In a roll call vote, ABADA, FRIDAY, MCCAFFERY, PRICE and WALZ, voted aye.

The motion carried 5-0.

4. Co Sponsor Infant Mortality Community Potluck. Ms. Friday made a request that the Community Space be made available for a future infant mortality community potluck. Ms. Abada requested a motion to approve the use of the community space for the stated purpose; Ms. Walz made a motion, seconded by Mr. Price. In a roll call vote, ABADA, FRIDAY, MCCAFFERY, PRICE and WALZ, voted aye. *The motion carried 5-0.*

V. OLD BUSINESS –

1. Annual Report has been submitted to the City and is available.

2. The Revised Bid Guidelines approved March 17, 2009 is available.

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

Respectfully submitted - CLPelosa