

**Minutes of the Proceedings of the
SEATTLE INDIAN SERVICES COMMISSION**

May 19, 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, May 19, 2009, pursuant to the provisions of the Council Charter. The meeting was called to order at 5:40p.m. with Chairman Abada presiding.

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

Name	Agency	Present	Phone	Absent
Chairman – Andrina Abada	AIWSL	X		
Vice Chairman – Rosalee Walz	SIHB	X		
Secretary - Iris Friday	AIWSL		X	
Treasurer - Augustine McCaffery	UIATF		X	
Howard Hansen-6:00	SIHB	X		
Les Liggins	SIC			X
Jim Price	SIC			X
Vacant	UIATF			X
Total		3	2	3
Staff/Public Present:(2)				
Michael Marshall, Executive Director	SISC	X		
Carol Peloza, Assistant Director	SISC	X		

AGENDA ITEMS:

I. APPROVAL OF AGENDA – Ms. Abada requested that the following changes be made to the agenda; **IV. OLD BUSINESS - A. Watson & McDonald Audit Presentation** follow the Approval of Minutes. Ms. Abada requested a motion be made to approve the amended Agenda.

Ms. McCaffery made a motion to approve the Agenda as amended seconded by Ms. Friday.

In a roll call vote, ABADA, FRIDAY, MCCAFFERY, and WALZ, voted aye.
The motion carried 4-0.

II. APPROVAL OF MINUTES – Ms. Abada asked if there were any corrections or additions to the minutes of April 21st. Council Member McCaffery requested that the following corrections be made to page two, seventh line from the bottom, that into be changed to in to, line four from the bottom that the s be deleted from costs. Ms. Abada requested a motion be made to approve the minutes as corrected.

Ms. Walz made a motion to approve the corrected Minutes seconded by Ms. McCaffery. In a roll call vote, ABADA, FRIDAY, HANSEN, MCCAFFERY and WALZ, voted aye.
The motion carried 5-0.

IV. OLD BUSINESS

A. Watson & McDonald Audit Presentation – Lillian McDonald went over the two letters dated April 15, 2009, and explained the history behind the

requirement for both letters, she went in to detail on the audit and the five adjustments. The biggest adjustment was the write down of the Inventory followed by the 19,000 Construction in Progress. Ms. McDonald **explained** what was required of the Board, what they were responsible for, i.e. **over-sight**, ability to detect errors, etc. When asked what they should be aware of Ms. McDonald stated they needed at a minimum to have a conflict of interest policy, whistle blower policy, and general policy documents. Ms. McDonald **indicated she** would forward an email to the SISC staff regarding the three items. Ms. McDonald thanked Ms. Pelozo for her assistance in the audit. The items needed to assist with the segregation of duties were discussed, it was also indicated that with only two staff some of the items would not be possible to segregate. The auditors were informed that steps had been taken, i.e. hiring Ms. Summit, and that a mail clerk and data entry clerk would also be hired.

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III. EXECUTIVE DIRECTOR'S REPORT.

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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
April 2009	15679 thru 15716	\$103,158.23

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
April 2009	8051 thru 8065	\$13,782.03

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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
April 2009	4586 – 4587	\$761.63

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Financial Reports –Ms. Abada reiterated that the financial detail information is available to all Commissioners any time they wish to peruse it. **Ms. Pelozo has what she calls the Audit in a Box where all the past years documents are kept, Commissioners can come in any time to look at what they wish.**

Operating Account:

April 38 checks from 15679 to 15716 for a total of \$103,158.23 in claims were paid.

Payroll Account:

April 10 checks from 8051 to 8065 for a total of \$13,782.03 in claims were paid.

Traditions & Beyond:

April 2 checks 4586 & 4587 for a total of \$761.63 in claims were paid.

Financial Reports Mr. Marshall explained the April 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’s salary is \$803.00 less per pay period, The Assistant Director on April 1, 2009 took a voluntary reduction in salary that totals \$10,000 from the approved budget. 2) The Administrative Medical & Dental would continue to decrease. Mr. Hansen asked how many staff was included in the \$20,154.85 total (July 08). Mr. Marshall informed him that he was looking at July and that currently we had only three staff, as can be seen by the steady decline in monthly totals for example, April 09 - \$13,782.03. Ms. McCaffery asked which of the checks were taxes. Mr. Marshall went month by month and told her which would be taxes, which were his, etc. Ms. Pelozo stated that the next report would indicate the taxes. Ms. Abada requested that if there were no further questions on the Financial Reports claims and disbursements, that a motion be made to approve the financial report as presented. Ms. Walz made a motion to approve the April Financial Report & Disbursements, seconded by Mr. Hansen. In a roll call vote, ABADA, FRIDAY, MCCAFFERY, HANSEN and WALZ, voted aye.

The motion carried 5-0.

Mr. Marshall reported that the Rainier Unitarian Universalist Church has voted to rent from us on Sundays starting in July for \$300 a Sunday, they have also agreed to pay \$50.00 of the rent for Huchoosedah in exchange for the use of the room for Sunday School classes. Mr. Hansen asked if this was a good rental, Mr. Marshall informed him it was and that they would be beneficial to the Commission. A lease will be developed for the rental that would cover the Commission and it’s assets.

The SIHB Youth Program is also using the Computer Lab on Wednesday nights from 5:00 to 6:00.

IV. OLD BUSINESS

B. Corporate Resolution of Authority – Mr. Marshall informed the Board that KeyBank required that this resolution be used in changing signatures on our accounts. The Resolution has been required of all banks after September 11th. The April 21st meeting had added Ms. Abada to the signature cards but had not been done in the form of a resolution, Mr. Marshall read the resolution to the Board, and answered questions regarding the wording of the resolution. Ms. Abada requested that if there were no further questions that a motion be made to approve the Corporate Resolution of Authority. Ms. Friday made a motion to approve the Corporate Resolution of Authority, seconded by Ms. Walz. In a roll call vote, ABADA, FRIDAY, MCCAFFERY, HANSEN and WALZ, voted aye.

The motion carried 5-0.

Ms. McCaffery had to leave and requested that the next action item be presented next so she could be part of the discussion.

V. NEW BUSINESS –

A. Community Space Use Request – The Purpose of the Commission from Article IV Purposes was passed out to the Board. The Board was informed that if the requesting agency met one or more of our purposes they would be allowed use of the Community Space; please remember for use means it had to benefit the Indian, Alaska Native & Native American Community. Mr. Marshall revised the form to include the name and number of the person designated to clean after the use of the area. Staff of the

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commission has been cleaning up after the use of the space, as the agencies do not designate who will be responsible for clean up after their use. Ms. Pelozo has had to mop up after them before another rental came in. This form is the form that would be used for the free use of the community space.

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B. Rental Price Policy – A draft price policy was handed out for discussion purposes. The changes requested; Friday’s rate decrease to \$200 a day, because of parking not being available. Approve an hourly rate of \$50 Monday – Thursday and \$60 per hour Friday through Sunday. That a booking fee be included in the security deposit and be non-refundable, if they do not use the space. The hourly rental would include the time it took to set up and take down the tables and chairs and clean. Staff was asked where the \$60 rental fee came from and they were informed that is from one of the rental halls on Beacon Hill. Ms. Abada asked if there were no further questions that a motion be made to approve the new Rental Policy. Ms. McCaffery made the motion to approve the new price policy, seconded by Ms. Friday. In a roll call vote, ABADA, FRIDAY, MCCAFFERY, HANSEN and WALZ, voted aye. *The motion carried 5-0.*

C. Rental Agreement – the rental agreement was handed out so the Board could see what was required of a rental of the community space.

D. Attendance – Ms. Abada went over the attendance for the last year from April to April and stated that of 12 possible meetings we had met only nine and only Ms. McCaffery and Ms. Walz had been available for all nine by either coming to the meeting or participating by phone and she thanked them for their effort. Mr. Liggins has only been to two of the last six meetings. A letter was directed to go to the Seattle Indian Center stating that if Mr. Liggins was not at the next meeting of the Board we would have no choice but to replace him. Mr. Liggins is considered a very valuable asset to the Board and we do not want to replace him. Mr. Marshall was directed to send to Mr. Bluewater a letter stating that if he did not have a replacement for his vacancy by the June meeting that a replacement would be chosen for him. Ms. McCaffery had to leave the meeting.

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IV. OLD BUSINESS

C. Facilities Issues - Ms. Walz had requested that the facilities be put on the agenda but as Ms. McCaffery, as part of the Facilities Committee, had met with Ralph and was no longer available to give a report, that the issues be tabled until the Facilities and staff could meet to go over the issues. The facilities committee should try to meet with in the next couple of weeks. Mr. Marshall informed the Board that the issues were being addressed and that we did not want to be in a position where we had a “Cadillac Solution” to the problem. Mr. Marshall reminded them that we had been addressing

the problem until Ralph had stopped them. Things to keep in mind when we have further meetings are 1) Best fix, different opinions on just what is wrong 2) How to pay for this, lease defines who does what.

D. Economic Interest Statements – Mr. Marshall informed the Board that he was now able to notarize documents and would be able to notarize the economic interest statements.

V. NEW BUSINESS

E. Agency/Community Survey – Ms. Abada had this item added we need to keep informed about our tenants so that we know that the bond payments can be paid. We also need to inquire about various other agencies so that a survey or letter of inquiry could be sent to agencies requesting how they are faring in the economy. It was agreed that Mr. Marshall would draft the letter to the agencies and Ms. Friday would draft the survey. The email documents should be ready for a June 1st email. It was suggested that letters go out to IWASIL, Huchoosedah, Indian heritage, Indian Center, etc. An email was received from Ms. Martinez of the Department of Social & Health Services, Bell-town Office requesting support for her position as a Native American Community Worker; she serves the most in need of our population. Ms. Martinez would be forwarding a list to send the letters to. A letter from the SISC was directed to go out once the addresses were received.

F. Committees – Ms. Abada did not want us to be in the position of calling committee meetings and then having no one show. We have the following Committees; Scholarship, Culture & History, & Facilities, it was agreed upon after discussion the Facilities Committee & Scholarship Committee would meet as needed and the Culture & History at least once every six months.

Ms. Abada stated that for the June Board meeting on June 16th that if you wanted anything on the agenda to email her & Carol. The Agenda, so far for the July Board Retreat has the following items Reading Financials, Facilities & Policies.

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There being no further business Ms. Abada adjourned the May meeting of the SISC at 7:40pm.

Respectfully submitted - CLPelozo