



Administration and Finance Committee Minutes

January 5, 2017
3:00 PM

SeaTac City Hall – Riverton Room 128

Members:	Present:	Absent:	Commence:	3:01 P.M.
			Adjourn:	5:04 P.M.
Erin Sitterley, Chair		X		
Peter Kwon	X			
Pam Fernald	X	Acting Chair in Erin's absence		

Other Council Members Present: Mayor Michael Siefkes, Rick Forschler, Kathryn Campbell

Staff Coordinator: Gwen Pilo, Acting Finance Director

<p>1. Public Comment</p>	<p><i>Citizen Vicki Lockwood requested that Public Comment be held at the end of A&F Meetings in order to address questions that arise during meeting discussions. Citizen, Earl Gipson affirmed his request to adopt a Code of Ethics for all employees.</i></p>
<p>2. Vacant Positions Updates</p>	<p><u>X</u> Informational Update</p> <p><i>Acting City Manager, Joe Scorcio, provided the committee with an update regarding vacant positions within the City. A handout listing vacant positions was provided. Updates will be given to the committee at future meetings.</i></p>
<p>3. Human Services Agency Request</p>	<p><u>X</u> Referred to Next A&F Meeting <u>X</u> Recommended for Approval</p> <p><i>Acting City Manager, Joe Scorcio provided the committee with two handouts: a memo regarding Councilmember Kwon's questions on Human Services Agencies; and a memo from the Legal Department regarding Human Services Agencies – Registration with Charities Division. The committee discussed, in length, four Human Services Agencies which the Council had previously referred to A&F for further discussion.</i></p> <p><i>1. Apprenticeship & Non-Traditional Employment for Women (ANEW). Representative Karen Dove was present, answering questions posed by the committee and citizens. After much discussion regarding this agency, the committee decided to</i></p>

	<p><i>recommend this agency for approval. This will be brought to the full Council on Tuesday, January 10th.</i></p> <p>2. <i>Global to Local. Representative Adam Taylor was present to answer questions from the committee and citizens. The committee discussed their concerns with this agency, which included reports of political involvement and compensating volunteers for their time. The committee recommended deferring this to the next A&F Meeting to get more information and to address these concerns.</i></p> <p>3. <i>Para Los Niños. Representatives Jose Iniguez and Roxanne were present to answer questions posed by the committee and citizens. Discussion ensued and the committee addressed their concerns with the agency which included a possible expired business license/charitable organization permit, and high overhead costs. The committee recommended deferring this to the next A&F meeting to address these concerns.</i></p> <p>4. <i>South King Council of Human Services (SKCHS). Representative David Daw was present to answer questions from the committee and citizens. The Mayor shared his concern of a possible conflict of interest with the Human Services Program Manager at the City also sitting on the board of this agency. There was also a question about the services they provide as they do not provide "direct services." The committee deferred this decision to the next A&F meeting.</i></p>
<p>4. Employee Code of Ethics</p>	<p><u>X</u> Recommended for Approval</p> <p><i>Acting City Manager, Joe Scorcio, along with Human Resources Manager Vanessa Audett provided the committee with two handouts; an Ordinance Related to an Ethics Policy for Employees, and the City Employee Code of Ethics Policy and Procedure. The committee was in favor of adopting both the Ordinance and Code of Ethics Policy which would apply to all City employees. The committee recommended approval on this item. It will be brought to the next Council Meeting.</i></p>
<p>5. Use of Interpreters at Council Meetings</p>	<p><u>X</u> Referred to Next A&F Meeting</p> <p><i>The committee discussed whether or not the City should provide interpreters at City Council Meetings. Discussion ensued and the committee decided that staff should bring back more information about options at the next A&F Meeting.</i></p>
<p>6. Future Meeting Schedule/Topics</p>	<p><i>The committee reviewed all topics that need to be discussed at future A&F meetings. The committee decided it would be best to add a Special A&F Meeting this month in order to address some of these outstanding issues. The next Special A&F Meeting will occur on January 17th at</i></p>

	<p><i>3:00PM in Riverton Room 128. This meeting will exclusively discuss Human Services Agencies and their recommendation on each agency.</i></p>
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