

MINUTES



7/28/2021 @ 6:04PM | *Meeting called to order by* President Dr. Rayburn Lewis, who handed the meeting over to VP Bradford.

In Attendance

- Present (Board): Dr. Rayburn Lewis, Mr. Gerald Bradford, Ms. Shaude' Moore, Rev. Dr. Phyllis Beaumonte, Dr. Carver Gayton, Ms. Patricia Hayden, Mr. Lewis Rudd, Mr. John Yasutake, Mr. Chukundi Salisbury
- Staff: MaryKate Ryan, James King Jr., Benita Thomas, Amber Lawson, Adrian Collins, Kathleen Johnson, Torey Robinson
- Absent: Dr. Ben Danielson, Mr. Kelly Jefferson
- Guests: Jeannine Walker, Walker & Assoc.; Wakocco Kannah, Aaron Dixon

Acknowledgement of Our Presence on First Nations Land

"We the Central District Community Preservation & Development Authority acknowledge that we are on indigenous land, the unceded ancestral lands of the Duwamish people, Seattle's Host Tribe. A people that has occupied this land since time immemorial. A people who are still living right here today, fighting for federal recognition and bringing to light the Duwamish Tribe's rich heritage."

Approval of the Agenda & Minutes

- Notes on the agenda -- Programs and Partnerships have asked for 30 minutes. No decision will be made on this presentation tonight. This would extend the meeting by 15 minutes.
- **Addition to Agenda** – At 7 pm, adding Walker and Associates, Executive Search Committee, 10-15 minutes, with a decision to be made tonight.
 - ❖ Motion to accept the **Amended** Agenda, 2nd and approved

Committee Reports

Finance: chaired by Mr. Yasutake , presented by Mr. King

- Management report from June 2021 reviewed.
- New Department of Commerce lead, working on operations and then capital contracts.
- Union Bank grant forthcoming, final amount not yet given.
- AT&T negotiations for January 2021-October 2021, with subsequent negotiations, for tower on building.
- DISH to all install on top of the McKinney Center, discussions happening currently.
 - ❖ Motion to accept the Finance Report – 2nd and accepted

Facilities: chaired by Mr. Bradford

- Facilities Manager, Adrian Collins

- Pulling together a maintenance manual, still getting information from Seattle Colleges. Will address all systems and all contracts.
- Plumbing contract request out.
- Lots of trash on east (21st) and north sides of the building.
- Removal of shed from parking lot happening 8/5/21.
- Front of building pressure washed, bushes trimmed along stairway rails, last week.
- Planning a work party Saturday or Sunday for outside and landscape areas. Shaude' will also ask Amazon employees who want to volunteer.
- Some clean up to happen morning of August 28th before the back-to-school event.
- Project Manager, Benita Thomas, The Petrol Green Group; Amber Lawson
 - RFP for building assessment in June, no responses received. Executive committee approved of outreach to some sole-source providers. Two bids received, are currently being evaluated, a summary and recommendation will be submitted to the exec committee this Friday.
 - Project Management plan currently under review by the Exec committee, followed by a workshop and a virtual open house for contractors. Specific outreach to contractors of color and women. Involve other public agencies in the outreach.
 - How will the delays in the building assessment contractor hiring affect the overall timelines? It should not if the contracting period can be expedited. Dr. Lewis requested a contract template from Petrol Green; Project management will need to meet with legal for CDCPDA.
- James is currently working with CenturyLink fiber optic internet to the building; also working on internal network upgrades.
 - ❖ Motion to accept the Facilities Report – 2nd and accepted

Programs & Partnerships: STRATEGIC P&P PLAN DRAFT: *chaired by Co Chairs Patricia Hayden and Lewis Rudd*

- This report is phase 2. Phase 1 was discovery. Phase 3 will be implementation and RFPs
- Who should the long-term tenants be? Criteria for board to use to select tenants. Based on the mission, connected to the history. Among others, met with Eddie Hayward.
- Mission, vision, who should be centered, how do you reach the intended population?
- ATTACH REPORT.
- How will this be communicated to community? Potential tenant town hall? Brochure?
- Exciting to see the thought that went into the report and the direction for the building.
- Running Start and other educational programs to offer more opportunities to community.
- What is the timeline for tenancy? People are excited about the building and possibilities. But the building itself isn't ready. The P&P plan depends on the building plan, so all the parts need to work together. The Board is developing it as we go. Programs committee needs to be involved with project management to help decide the priorities for capital projects.
- This is a subset of the business/master plan. Some great analogies of us all working together.
- Can we drop the use of the word "minority" and instead use, perhaps, "global majority?" Or something else?
 - ❖ Motion to accept the P&P Report, with great thanks – 2nd and accepted
 - ❖ Board will consider the report and may choose to act on it at subsequent meetings.

Executive Search Committee: *chaired by Dr. Lewis.*

- Dr. Lewis invited Jeannine Walker, of Oakland, CA's Walker and Associates Consulting, the finalist for the Executive Director search contract.
- Black- and woman-owned strategic planning firm, 25 years of experience, economic empowerment and non-profit experience. Strong leadership can lead to thriving communities. Executive search is 70-75% of the work they do. Regional, local, and national searches.
- Their approach: firm will be a partner to the board. Hiring a leader is one of the most critical roles of a Board. Customize their proven approach to meet the needs of the culture of the organization. Goal is to have an outcome that excites board, staff, and community. Used to working within an organization's constraints, identifying organization's needs. Leverage the firm's and the board's networks.

- Phases: planning, recruit, hire, thrive. Will present the entire candidate pool, but organized by tiers. Committee decides who to interview. The firm supports the interview process with tools through the entire interview process. Can also support on-boarding with work plan and more.
- Ms. Walker left the meeting so the board could discuss and vote.
- Search committee interviewed three firms. One dropped out. Walker and Associates' references were checked by committee, all were good. Felt the firm had integrity and was well-qualified, as well as most compatible with the budget.
 - ❖ Motion to accept the Community Communications Report – 2nd and accepted

Community Communications: *chaired by Kelly Jefferson & Chukundi Salisbury, report given by Mr. King*

- Working with Carolyn Downs to promote the Back-to-School event -- braiders, haircuts, backpacks, food from local farmers for families. Next CDCPDA ad in The Medium and The Facts will highlight this event.
- Working on a standing meeting for the committee.
- Working on signage plan for the McKinney Center, focused on the southeast entry and signboard, both of which say "Seattle Vocational Institute" currently. Committee should share final with Shaude' who may be able to help support costs for the plan.
- Need to host annual town hall for community, per by-laws.
 - ❖ Motion to accept the Community Communications Report – 2nd and accepted

Government Affairs: *chaired by Dr. Lewis*

- No update on organizational status with the state. The state Attorney General's office has not responded and neither has the Department of Enterprise Services. Kathleen Johnson has just reached out again.
- Office of Financial Management requested audits to be included in the Book of Work, the state's accounting of state agency budgets to citizens.
- Open board positions: phone call tomorrow with a community-related department at Sound Transit. Also made contact with interim Superintendent of Schools. Sound Transit seems interested, Schools seem neutral.
 - ❖ Motion to accept the Community Communications Report – 2nd and accepted

Presidents' Report

- None made tonight.

Public Comment

- Aaron Dixon, WA State Chapter of the Black Panther Party. Looking to open museum and educational center. 2018 exhibit at the Northwest African American Museum was held over due to level of interest. Black Panther Party in Seattle was first chapter outside of Oakland, longest lasting chapter 1968-1980. Importance of preserving this history. Museum and digital full-run of Black Panther newspaper. Been in the works for a year, with a committee and fundraising committee. Would like to make a future presentation to the board.
- Would the Black Panther committee be willing to look at an educational component related to humanities (curriculum development) to get the party's message out into community? Yes, this is likely part of the plan.
- P&P Committee will set up a further conversation.

Adjournment

- Meeting adjourned at 7:58 PM, Next meeting 8/11/21, 6:00 pm. One hour will be Board development with Maketa Wilborn, retreat facilitator.