

# MINUTES



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5/26/2021 @ 6:03PM | *Meeting called to order by* President Dr. Rayburn Lewis

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## In Attendance

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- Present (Board): Ms. Shaude' Moore, Mr. Gerald Bradford, Dr. Rayburn Lewis, Mr. Lewis Rudd, Ms. Patricia Hayden, Rev. Dr. Phyllis Beaumonte, Mr. John Yasutake, Dr. Carver Gayton, Mr Chukundi Salisbury, Mr. Kelly Jefferson
- Staff: James King II, Kathleen Johnson, MaryKate Ryan
- Absent:
- Guests: Adrian Collins; Ndudi Chuku, Mission Africa; Emmanuel Dolo, Washington Transfinancial Services; Alice Lamunu, VOCFINU; Wakocco Kannah, African Working Group; Julliet Lwakatare, Fanikia Foundation; Pa Ousman Joof, WAWAC.

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## Approval of the Agenda & Minutes

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- **Amendment to Agenda** – Request to extend meeting to 8 pm.
  - ❖ Motion to accept the **Amended** Agenda, 2<sup>nd</sup> and approved

### **4/28/2021 Meeting Minutes -**

- ❖ Motion made to **Accept** the Minutes, 2<sup>nd</sup> and approved

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## Committee Reports

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### **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."

### **\*Report on Board Retreat w/ Maketa Wilborn – 5/01 and 5/15, Saturdays 9-12.**

- Take-aways: Board needs to move towards more consensus-driven work in our next stage. Continued board development is important.
- Did not get a chance to finish decision matrix work. Should board continue work with Maketa Wilborn? Propose that the first meeting of each month, three more meetings, be dedicated to ongoing retreat work. The second meeting of the month would remain the business meeting. Proposal put forth by Dr. Lewis. Both meetings would remain open to the public, agendas posted. Board could continue decision matrix work without facilitator.
- Have applied for grant funding to cover this cost.
- Consider a board retreat annually as part of strategic planning and future staffing.

- ❖ Motion to continue work with Mr. Wilborn for four more planning sessions, the second Wednesday of each month. 2nd. Motion passes.

**Finance: chaired by Mr. Yasutake**

- Monthly expenses are still being calculated as the property handover is completed. Estimated monthly budget will be available at June meeting.
- Committee recommending a three month expenses budget to be held as a minimum balance in the account.
  - ❖ Motion to accept the Finance Report – 2nd and accepted

**Facilities: chaired by Mr. Bradford**

- Meeting every Friday at 8am receiving updates from Seattle Colleges on maintenance and follow-through.
- Will need to estimate a maintenance budget going forward
- Project managers (The Petrol Green Group), CDCPDA staff, SCC staff, and McKinstry met Friday May 21.
  - Need to have a full building assessment done -- the reports done by SCC were not comprehensive.
  - Latest architectural drawings are from 1995, would be good to have updated drawings done now.
  - Project managers will recommend contractors for both, along with cost estimates.
- Ren Tarvin of Renton Technical College will do a server assessment for the building.
- Email vote on site facilities manager RFQ and short-term contract for site facilities management, confirmatory votes tonight.
- Introduction of Mr. Adrian Collins, Officers recommendation for short-term site facilities manager, as he's been working with the Board on building maintenance throughout. Contracting since 1992. Currently with Two-Six Development.
  - ❖ Motion to approve the draft RFQ site facility manager. 2nd and passed unanimously.
  - ❖ Motion to approve the short-term site facilities manager contract. 2nd and passed unanimously.
  - ❖ Motion to contract Two-Six Development as short-term site facilities contractor. 2nd and passed.
  - ❖ Facilities Report – 2nd and accepted

**Programs & Partnerships: chaired by Co Chairs Patricia Hayden and Lewis Rudd**

- Board interviews completed, formal report to be presented in June.
- Report includes- Responses from CDCPDA board members:
  - a. Overall vision for project. (Mission centered)
  - b. Role of CDCPDA board
  - c. Specific suggestions on programs
  - d. Geographic scope
  - e. Demographic target (race and age)
  - f. I will also share- Data report findings KCEN and identify community assets and gaps
- Attend Black Building Community Collective panel- (participatory budgeting)- June 15th 6-7:30 p.m. Hosted by United Way, CEO, President Gordon McHenry
- Draft criteria and process for determining programs and partnerships for board consideration. Date TBD
- Country Doctor Carolyn Downs vaccine clinic moved to Wednesday, though July 7th, except June 16th, walk-ups also available. Unofficial count today was 16 patients, their first Wednesday clinic. Will continue to work with them to promote the clinics. Only vaccinating 18 and up. Put vaccine clinic information on the sign out front.
  - Motion to accept the P&P Report – 2nd and accepted

**Community Communications: chaired by Kelly Jefferson & Chukundi Salisbury**

- Rengage The Medium and The Facts and The Emerald City -- what messaging, how can people engage
- Request for the brand kit and the logo work, look for this in email next week

- We can now update the sign -- move McKinney Center up, add vaccine clinic info
  - Consider future digital signage for community communication
  - Rainier Ave Radio.world Carolyn Downs Community Doctor Vaccine clinic PSA now running
- ❖ Motion to accept the CC Report, 2nd and accepted

### **Government Affairs: *chaired by President Lewis***

- HB 1471 defining the status of CDCPDA; still waiting on official interpretations
  - HSD reaching out to Department of Enterprise Services, having Orlando Cano reach out to help them.
  - DES could provide some services to CDCPDA as “instrumentality of the state” in terms of hiring, benefits, contracting, but also comes with its own barriers and costs.
  - Does this affect the need to become a 501(c)3? No -- it can affect which grants we can apply for, or how people choose to donate.
  - Open board positions
    - Local governmental official, elected or appointed.
  - Suspend activity of committee, use the time and effort of board members towards the Executive Director search.
- ❖ Motion to accept the GA Report – 2nd and accepted

### **Presidents' Report**

- CDCPDA owns the McKinney Center as of 8 February 2021.
- Follow up with the McKinney Coalition, invite them to June meeting.
- Permanent Executive Director search
  - Best practices information shared with Board
  - Ms. Moore, Rev. Beaumonte, Dr. Lewis volunteered for search committee; 1-2 more invited, plus community members
  - Will discuss use of search firms with the committee, which will make a recommendation to the Board for a vote
  - 8 am Thursday mornings, former Government Affairs Committee meeting time, suggested as a starting place. 4-6 months commitment.
  - Search Committee will make recommendations on all steps to the full board.
- Motion to accept the President’s Report – 2nd and accepted

### **Public Comments: 7:26 pm, before executive session**

- African Community Alliance, ACA. Ndudi Chuku, President. Executive Directors of different non-profit orgs that provide services to children and families in WA State and in Africa make up this Alliance.
- The Alliance, many of which have organizations based around but not in Seattle hopes to have space at McKinney Center to bring together all Black cultures, promote tolerance and learning, and provide life skills and vocational training to African youth. Would like to bridge Black American, African American, Afro-Latinx, Afro-Caribbean cultures.
- Invited to come back for a more formal presentation, but also to stay involved with the McKinney Center processes.

7:37 pm, Board goes into Executive Session to discuss HSD Contract and Interim Executive Director evaluation.

Return to president's report at 8:05

Interim executive director and HSD performance evaluation:

- The full board adjourned to executive session, with no staff or community present.
- 25 minutes of discussion ensued with 7 board members present (Yasutake, Rudd, Hayden, Moore, Gayton, Beaumonte, Lewis).
- Recommendations submitted to the full board in the open meeting, and passed unanimously.
  - Incumbent and HSD meet contract expectations. With special mention of the unanticipated challenges with Seattle Colleges, defining the status and function of the CDCPDA (and HSD), and hosting the vaccination event.
  - Officers and Finance committee to assess the overall budget and hours required to perform the duties.
  - Activating and enlisting board members to take on some tasks currently done by staff.
- ❖ Motion to these recommendations, 2nd and accepted.

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## Admin & Training

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- No Report

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## Adjournment

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- Meeting adjourned at 8:09 PM, Next meeting June 9, 6:00 pm, for continuation of Board Development. Next Board business meeting will be June 23rd, 6:00 pm.