

# MINUTES



3/10/2021 @ 6:04PM | *Meeting called to order by* President Dr. Rayburn Lewis

## In Attendance

- Present (Board): Ms. Shaude' Moore, Mr. Gerald Bradford, Ms. Patricia Hayden, Mr. Chukundi Salisbury, Dr. Rayburn Lewis, Mr. John Yasutake, Mr. Lewis Rudd, Ms. Patricia Hayden, Rev. Dr. Phyllis Beaumonte
- Staff: James King II
- Guests: Councilmember Girmay Zahilay, Benita Thomas, Sean Mitchell, John Collins III, Adrian Collins

## Approval of Minutes

- No additions to 24FEB2021 Meeting Minutes. Motion made, 2<sup>nd</sup> and approved

## CDCPDA Creation, Mission/Vision/Goals and Overview/Board Introductions

- Presented by President Lewis and continued by Board Members to welcome Councilmember Girmay Zahilay

## Committee Reports

### **Finance:** *chaired by Mr. Yasutake*

- PROFIT and LOSS-**Total Income... \$260,540.37 Total Loss (Expenses)...\$57,598.45**
- CURRENT ASSETS-**Total Assets...\$242,031.45**
- CURRENT ACCOUNTS RECEIVABLES-**\$0**
- CURRENT ACCOUNTS PAYABLE-**\$39,089.45**
- Ending Balance- **\$202,941.92**
  - ❖ Motion to accept the Finance Report – 2nd and accepted

### **Facilities:** *chaired by Mr. Bradford*

- HVAC filters on 1<sup>st</sup> and 2<sup>nd</sup> floors were not all the same and are nit standard size. New filters have been ordered by SCC and should be ready to install by next meeting. Ceiling tiles have been temporarily moved for this install.
- VAVs did not match the drawings so new drawings were mocked up by maintenance engineering.
- Project management, construction contract management
  - Issue date: 12-11-2020 Amended 12-23-2020 and 1-13-2021
  - Response Due Date: 1-15-2021 extended to 1-31-2021
- 9 responses received. Criteria based on RFQ/Elimination by committee (Gerald, Shaude' and Gerald)
- Interview Committee – Executive Team, Interim ED and John Collins III
  - Formal interviews conducted on March 4<sup>th</sup> and 5<sup>th</sup> via Google Meet
- Top 3 Candidates:
  - **PCMC LLC (strengths real estate management) Principle Von Perkins**
  - **Aspire Construction & Real Estate Consulting (strength current projects, reporting system, team) Principle Amber Lawson (community knowledge, local projects, compliance)**

- **\*\*\*The Petrol Green Group\*\*\* Principle Benita Thomas**
- Project Manager Debrief took place on 3/9/2021
  - Recommendation from the Committee majority was **\*\*\*The Petrol Green Group\*\*\***
    - Additional questions submitted for reference by Interim ED
- **\*\*\*The Petrol Green Group\*\*\*** - Presentation to the Board at the 3/24 Public Meeting
- Work with Denise Stiffarm (Lawyer) on creating the contract. Contract Period (60 Day Probationary Period)
  - ❖ Motion to accept **The Petrol Green Group as our Project Manager** – 2<sup>nd</sup> and accepted

**Amendment to the facilities report:**

- Country Doctor and Carolyn Downs Clinic shall indemnify the CDCPDA by adding language to the memorandum of agreement and directing their insurance carrier to add the CDCPDA and the McKinney Center site as an additional covered entity for the purposes of hosting the vaccination process.
- Any additional arrangements for hosting events, regardless of sponsoring agency, including testing or screening, vaccinations, or other similar events shall require a similar action of indemnification.
  - ❖ Motion to accept the Facilities Report – 2nd and accepted
  - ❖ 7:33PM Amendment to report for Facilities per language in **RED** in reporting.

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

- Last board meeting Patricia presented a 3-phase proposal to develop a proposed strategic plan for CDCPDA programs and partnerships that will achieve the overall goal of providing resources to the AA community around education and training.
- We are currently in **Phase one-**
- Our intent is to thoroughly understand the vision for the project; PC committee's scope of work; identify possible stakeholders and identify resources.
- We are currently interviewing board members and McKinney Coalition members-
- To date we have met with McKinney Coalition members, Eddie Rye, and Haywood Evans; CDCPDA's interim Executive Director, James King and Board members, Dr. Carver Gayton and Dr. Beaumonte.
- We will continue scheduling meetings with all board members. As we move forward with the process, we ask board members that are aware of other stake holders (these would be organizations or systems that have an interest in the overall project's success) to share them with us. We would like to include them in our conversations. Patricia will be contacting you so we can get you scheduled.
- Finally- at the end of this process we will share what we have learned with the full board and with Maketa Wilborn, who has been designated as our facilitator for our future board retreat.
  - ❖ Motion to accept the P&P Report – 2nd and accepted

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

Legislative session--

- No new information or requests from the 37th district on the \$15.6 M capital allocation submission.
- House Bill 1471, now Engrossed Bill 1471, has passed the house, and has now been introduced in the senate.
  - "Community preservation and development authority" or 14 "authority" means ((an authority)) a public body corporate and 15 politic and instrumentality of the state of Washington created by members of an impacted community."
  - It is highly possible this will not be acted on before the end of this session. If not, it will remain an open bill at the start of the next session 2022.
- Motion to accept the GA Report – 2nd and accepted

**Community Communications: *chaired by Kelly Jefferson (Secretary Moore gave the update)***

- Video Montage – <https://www.youtube.com/watch?v=nl4Fjhl9BEQ>
- Dr. Lewis and Secretary Moore to set time aside for Q1 FAQ/ Community Newsletter
  - Motion to accept the CC Report – 2nd and accepted

---

## Presidents' Report

---

- Although EHB 1471 will give a favorable status to the CDCPDA to receive Charitable donations, it is not sufficient to ensure the confidence of potential donors or grantors. recipient status.
- Hence, the Finance Committee has been tasked to make a recommendation to the board in two weeks, of a fiscal agent, and to start the process of procuring a 501(c)(3) status for a segment of the organization (a foundation or other similar status)

---

## Admin & Training

---

- Bylaws Section 7.7 sent to Board of Directors for review/awareness.

---

## Public Comments

---

- Final form of Resolution out for signatures and photos before given to family.

---

## Adjournment

---

- Meeting adjourned at 7:43PM, Next meeting March 24, 6:00 pm