

MINUTES



6/23/2021 @ 6:07PM | *Meeting called to order by* President Dr. Rayburn Lewis

In Attendance

- Present (Board): Dr. Rayburn Lewis, Mr. Lewis Rudd, Mr. John Yasutake, Mr. Gerald Bradford, Rev. Dr. Phyllis Beaumonte, Ms. Shaude' Moore, Mr. Kelly Jefferson, Mr. Chukundi Salisbury
- Staff: James King Jr., Kathleen Johnson, MaryKate Ryan, Benita Thomas
- Absent: Dr. Carver Gayton, Ms. Patricia Hayden
- Guests: Adrian Collins, Shaun Glaze, Torey Robinson (UW Project Management intern with The Petrol Green Group), one unidentified guest
 - College Success Foundation: Rebecca Swartz, James Dorsey

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

- **Addition to Agenda** – move Programs and Partnerships to top of agenda, will start with an informational presentation from potential partner College Success Foundation

6/9/2021 Meeting Minutes -

- ❖ Motion made to **Accept** the Minutes, 2nd and approved

Committee Reports

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

- Informational presentation by James Dorsey, CEO of College Success Foundation. Their vision is to ensure that college degrees are accessible to all. CSF coaches and supports students from low socio/economic backgrounds through pathways to college from high school and support of students in college. Interest in the McKinney Center as national headquarters because it supports CSF's goal of being part of the community and building partnerships. Powerpoint slides will be shared and added to the P&P shared folder. They are looking at space for 35-40 employees, maybe 7500-10,000 square feet of space.
- P&P report will be coming with recommendations on how to determine tenancy.

- Close to 60 vaccinations by the Carolyn Downs Country Doctor Clinic on 6/24; an update on the whole program will be available at the next meeting.
 - ❖ Motion to accept the P&P Report – 2nd and accepted

Finance: chaired by Mr. Yasutake

- Reporting as of end of May 2021. Project Management is a capital, not operating expense. ● Future accounts receivable reporting might change some based on Department of Commerce’s reporting requirements.
- Have an operations budget of \$30,000 per month, not to exceed.
 - ❖ Motion to accept the Finance Report – 2nd and accepted

Facilities: chaired by Mr. Bradford

- Meeting every Friday at 8am to receive updates from Seattle Colleges for the last eight weeks. Little to no progress on the maintenance requested before the transition.
- Kevin Alexander and Adrian Collins from 2-6 Development will be taking over maintenance work & have been on site prior to the transition.
 - Adrian has been walking the building with Daniel from SCC at least twice a week. Many of SCC’s processes are not documented, so will be creating a maintenance manual.
 - Fire panel fixed (issues reported at last meeting).
 - Leak from 6th floor to 5th floor -- from dripping faucet. Will schedule McKinstry to do plumbing work through Sam at SCC.
 - Monday HVAC Terrell Pew, 1:30 pm, full review of the system to establish service needs to maintain. ○ Cleaned and organized maintenance office.
- Benita Thomas, Petrol Green Group, began in May as Project Management Consultant.
 - Building Condition Assessment RFQ
 - Floorplan update RFQ prepared (cancelled due to newer plans found from 2019)
 - Project management team hired
 - Space planning tool created
 - Construction project management workflow
 - Historical documentation digitized (FOIA compliant)
 - Next steps include stakeholder analysis and engagement plan (July report). Reports are designed to address many public concerns and PM team is ready to answer public questions about construction. ○ Full report will be added to the facilities file.
- July 1, SCC involvement in the building ends. CDCPDA will need to deal with deferred maintenance, deal with operations, and schedule seasonal maintenance.
- James King -- IT infrastructure needs to change, getting Wifi to the building as a necessary utility, looking at bids now.
- Board member working on an escalation matrix for staff and board members to be on-call. With minimal staff, board members are needed for staff vacations or other gaps in coverage.
- Facilities and Finance need to work on a forecasted maintenance budget, but nothing from SCC to base it on -- will need to track trends and costs over the first year.
 - ❖ Motion to accept the Facilities Report – 2nd and accepted

Community Communications: chaired by Kelly Jefferson & Chukundi Salisbury

- Looking at options to activate the building with signage. We’ll pursue a Department of Neighborhood grant to fund this.
- History: Can Rev. Dr. Beaumont’s report be put on the website? Build on it on social media. Tell the history of the building. Reach back out to newspapers.
- Build on the video on the website with a form for students of the SOIC/SVI to share their stories. Page 2
- Continue work on creating identity for the CDCPDA through palettes and formalizing formats for all

communications.

- Create a standing communications committee meeting, maybe the formerly used Friday meeting.
 - ❖ Motion to accept the Community Communications Report – 2nd and accepted

Government Affairs: *chaired by President Lewis*

- Updated FAQs for governmental board positions.
- President Lewis will assign government officials to different board members, with drafted letter and contact information for reaching out.
 - ❖ Motion to accept the Government Affairs Report – 2nd and accepted

Presidents' Report

- Shaun Glaze, research co-lead for Black Brilliance Project. They are a grant writer who will lead on the Strategic Investment Fund grant -- three week timeline, Board members are requested to respond quickly to any emails. Will host a “dream” meeting about biggest hopes for the building.
- Executive Director Search committee interviewed 360 Group, Hawkins Company. Only two west coast, black-owned, national orgs identified. 360 Group has withdrawn. Cost is about 30% of the 1st year salary of the ED, and 4-6 month search.
- Urban League’s Construction Trades Program was approved last meeting. The facilities committee further reviewed the building’s capacities and deficiencies (not yet all identified) and considered a daily program involving minor-aged students. After discussion with Urban League, the program has been moved to Federal Way instead.
- Next meeting is 30 minutes for business, 1 hour for Board development with Maketa Wilborn.
 - ❖ Motion to accept the Presidents Report – 2nd and accepted

Public Comments

- John Yasutake: Stay Tuned to Rainier Avenue Radio for Dr. Rayburn Lewis and Kathleen Johnson about the legislative session impacts on public development authorities. Thursday July 1 at 6 pm.
- Benita Thomas introduces Torey Robinson, UW intern in project management. Just moved to the CD.

Adjournment

- Meeting adjourned at 7:33PM, Next meeting July 14, 6:00 pm