

ARC Board Public Meeting Minutes

2/20/2018, 12:00-2:00 pm, 8061 Densmore Ave N, 98103, Conference Room

EXPECTED ATTENDANCE: **Board:** Vic Roberson (VP), Mary Anderson, Terry Holme, Bernardo Ruiz, and David Towne. **Staff:** Bill Keller, Christina Arcidy, Rachel Sorrels, and Brenda Little. **Parks & Recreation:** Lori Chisholm. **Visitors:** None.

EXCUSED ABSENCE: Jonathan Hartung (President), Frana Milan (Secretary), Dennis Cook.

Minutes:

| WHEN | TOPIC | MINUTES |
|---------|--|--|
| 12:10 p | <p>Welcome & Introductions</p> <p>Consent Agenda</p> <ul style="list-style-type: none"> Determination of Quorum (5 of 8 members) Approval of Agenda Approval of Minutes <p>Review goals for today:</p> <ul style="list-style-type: none"> Alki Community Center update. Review 2017 year-end financials. | <ul style="list-style-type: none"> Vic called the meeting to order at 12:10 pm. It was determined a Quorum was present. Changed the order of the agenda-Alki Remodel before ARC Newsletter. Terry: January minutes page 2, would like number of people served by Specialized Programs verified. Rachel will follow up with Brenda Kramer to clarify the stated number of people served by SPR Specialized Programs. Terry moved to approve the agenda. David second. Agenda approved. Terry: Should send an email invitation for submitting public comment. The public should feel we are accessible. Something on the website could be accessible. Christina: I can see what the Parks Board of Commissioners does. Bernardo: Send the Agenda out before hand, and ask for comments. Mary: How feasible would that be to do? Bill: We can send it out to advisory councils. We can incorporate it into our advisory council workshops. |
| 12:15p | Public Comment (Vic) | <ul style="list-style-type: none"> No public comment |
| 12:15p | Alki Kitchen Remodel (Lori Chisholm) | <ul style="list-style-type: none"> Memo in the board packet. Lori Chisholm, Out of School Time Manager. ADA improvements in department and City's Department of Education and Early Learning (DEEL) to make sites more accessible for preschool programs. During walk through found ADA improvements needed to make the kitchen accessible for wheelchairs, but also found this might be an opportunity to work with Advisory Council & ARC to complete the project. Seeking support from Advisory Council and ARC Board to supplement build out of \$21,500. |

- Terry: Would that amount include all taxes? Lori: Yes.
- Terry: Who is doing the design work? Lori: ARC Architects.
- Christina: Next year we are awarded the Pathways program at Alki.
- Current preschool levy ends in 2019. New levy includes Mayor's Seattle Promise program and preschool programs.
- Lori: This specific kitchen work is for ADA, but the DEEL is for the preschool space. We would like to leverage the design and architect funding for both. The kitchen project will move forward, but this is an opportunity to leverage funding.
- Mary: Do you foresee the same thing happening at the other sites on this list? Lori: No. Most of the other sites for consideration for SPP aren't as old as Alki.
- Vic: Why is ARC being asked for the funding? Bill: Ken Davis went to the Advisory Council, but this was after the budget approval process, and it's over \$5,000. This is a budget amendment.
- This is about finishing a project, so the value per dollar is very good.
- Terry: How many others of these will come up? Bill: The preschool and restrooms were the main target of the DEEL money. The access to the building was the focus of the ADA money. The kitchen itself is really old, but not the target of either DEEL of ADA money.
- David: Do we have the money? Bill: We'll talk about that later.
- The intent of the walk through was to get everything into the design. The design is being done regardless, the question is if the work gets done.
- Terry: This is a Department facility and would like to see the ask go to the Department first.
- Lori: This is not currently in the Department's budget.
- Would need to know by the end of this month so the contract can be given the final scope of work.
- Terry: There is an additional line item of design. Lori: I can ask why that is there.
- Bill: Alki has Enrichment, Preschool, SAC. Has a lot going on, but only able to net about \$6,000 from that. Limited use site.
- Preschool, although fully enrolled, is not big enough to be a sustainable program.
- Problem for Alki's preschool is they are confined by space. For licensed program will have many more requirements, and all of that falls back to us as a cost.
- For Pathways families must meet an income requirement, and that drives enrollment.
- Vic: On the ARC side the space is so small it will never make money? Christina: It has historically done better, but we lost the morning program due to bell times. Those numbers have been coming back.
- Bill: Gross return on investment or targeted return on investment. If only preschool, it's not a good return on investment, but all of Alki it could be a return on investment over time.
- Christina: Alki Preschool is budgeted to take a loss in 2018.
- It would be an improvement for rentals.
- David: Does it enhance the use of the building? Bill: Yes.
- Terry: We've had a history with helping capital improvements, and last year we got away from that. I thought it was intentional. If we do this we are reversing on that.

| | | |
|-------|---|---|
| | | <ul style="list-style-type: none"> • Bill: We regularly do small improvements. • Terry: It's the principal not the dollar amount. Bill: The Department has become comfortable asking for funding for these projects. • Bernardo: We can help, but say this is it. A phase out. Bill: Then people will ask why Alki and not someone else. • Christina: \$143,000 committed in 2014, and we have been dragging it in pieces. • Mary: Yes, it falls on Parks and Recreation to handle their buildings, but it makes sense to finish this project since it will be used for rentals. That's something to be considered. • Christina: Maybe work with the Department on the revenue sharing for the rentals. • Bill: Our role needs to mature into serving the community and not supporting the improvement of the physical plant. • Mary: You want people in the building and it's worth doing it for that. Revenue sharing to get some of the funds back. • David: Do you have a recommendation Bill? Bill: If you go back with the revenue cut they will say no and go on without it. If we say yes to it we need to have some statement from the Board that says we are changing our focus. If you say no, Lori says she will understand since it's late. The people that won't understand are the Alki Advisory Council members. |
| 12:58 | ARC Staff Newsletter (Brenda Little) | <ul style="list-style-type: none"> • New format for the staff newsletter. • Newsletter created in fall of 2014. • In Fall of 2017 decided it was time to revise the format. • Used ARC's mission, vision, and values to guide our work. Surveyed ARC staff about what they want to see in the newsletter. • Moved away from Constant Contact. • Opportunity for more diverse voices to contribute to the newsletter by creating a new position on the committee-Field Reporter. • Added some lighter, fun content. • Build bridge between field and admin by featuring staff in the newsletter. • Reserved a section for the ARC Equity Team for a story about what they are working on. • Bernardo: I'm very enthusiastic about this. Appreciate cultural competency. Maybe have a section with dates and locations for workshops. Brenda: Equity Team would like to include dates of their lunch and learns. • Vic: Great start. Advisory councils would love to be on the distribution list. Suggest that the articles match the ARC values. • Want to highlight the work that ARC staff is doing. • Terry: Need a place to send comments via email on the hard copy. |

| | | |
|-------|--|--|
| 1:18p | <p>2017 Year-end Financials (Christina)</p> | <ul style="list-style-type: none"> • First year planned to take a loss based on the programming we were offering, and raise the minimum wage to \$15.50. • Expect to take 3 years to come back to breaking even. • Increase in minimum wage improved recruitment process. • Served 16,000 unduplicated households. Up 2,500 from last year. Not sure how many people in each household. New registration software will be done by individual. Much better count in future years. • Expand participation in outcomes based programming. Tell our story better and what people are actually getting out of those programs. • Increased the amount we put towards scholarships. • Expected to take a loss last year and did. • 2017 Budgeted Units Revenue and Expense by Program. • Staff in SPR building that doesn't have a supervisor in the build. We had to expand the Field Supervisors to cover that responsibility. Training requirements to have qualified staff to run programs-we have a Training Manager and one supporting staff to keep up on trainings. • Over 100 fulltime staff right now. • Bernardo: Do you foresee a budget gap in 2018 for admin cost? Christina: Yes, because we haven't changed our service fees. Will also need to confirm our services. Will be able to plan better for 2019. • SAC, fee increase for the summer program and an 8% increase for the fall. Moderate fee increase for this summer's day camp program. Easy to assume it's the minimum wage increase, but also added a new program at John Muir. Taking a loss in the school year, but making it up with summer. • Had to close 11 before school programs due to the bell times. • Terry: How stable are the bell times for the future? Bernardo: Hard to say. • Bernardo: What are you looking to do to break even? Christina: Continue to have a fee increase. Looking to open one program based on RFP option. Primarily through fee increase. • Getting some of our Directors tuition reimbursement so we can retain them. • Preschool found two issues: Seattle preschool reimbursement was budgeted twice. All summer programs were coded to advisory council revenue instead of preschool revenue. Waiting on report from BSC to find out how much revenue needs to be recoded. • Minimum wage impacted Preschool more. • Budget for Seattle preschool program correctly. Audit GL codes for summer. Fee increase 2018-2019 that is more significant. Probably take the preschool program 3 years to break even. |
|-------|--|--|

| | | |
|-------------|--|---|
| | | <ul style="list-style-type: none"> • For the programs that we offer we recommend a rate to the Department, and they set the rates. • Recommended increase for 2019-2020, but will wait to adjust that until next fall. • Terry: Do you have to accept the rate set by the Seattle Preschool program? Christina: Yes. However, many program aspects are covered by the program such as trainings. • We can do program budgets down to the location level. • David: What is the source of the funds? Christina: It's a mix of funds, some levy and some private pay. • Recreation was budgeted for a loss in 2017. Enrichment programming costs are creating the losses. Waiting on a team to make a recommendation for Enrichment to make it sustainable. • Scholarship trends, expected loss in 2017, but back on track. • Vic: Scholarships, is that everything? Christina: Yes. • Lost \$570,000. Budgeted to take a \$1 Million loss. • Vic: Fund balance? Bill: We are fine. |
| <p>1:58</p> | <p>Director Report (Bill)</p> | <ul style="list-style-type: none"> • AGM is Wednesday, March 7th at the Northwest African American Museum. Doors open at 5:30, dinner at 6, and presentation at 6:30. • Vic: Does staff have a recommendation on the Alki vote? Christina: It's better if we don't have a recommendation. • David: Parks and Recreation could pick up \$21,000. They do have some flexibility, but may not want to set a precedent. • Bernardo: What would be the repercussions? In terms of partnership. Bill: It would bruise up the Advisory Council. Bernardo: And that is us, and we don't want to upset our people. • Mary: I think it's up to us to show support to our advisory council and the people in that community. It's in our best interest to support their best interest. • Bernardo: Why did the Advisory Council say yes before asking us? Bill: Historically this kind of thing was for them to decide on before we changed to the budget amendment process. • David: There's nothing wrong with an advisory council encouraging a recommendation of an improvement. • Christina: We should make it clear that the shift has been made to support staff and not capital projects. Bill: The AGM would be a place to deliver that message. • Terry: We are already in the red and can't be approached to spend more money. Part of the issue is we have an advisory council that doesn't understand our financial situation. • Bill: Use terminology like a "moratorium". • Terry moved to approve the Alki funding request for the kitchen improvement project. David second. Motion passed. |

| | | |
|-------|---|---|
| | | <ul style="list-style-type: none">• Mary: Why weren't other sources of funds approached?• Terry: The Department is required to do ADA improvements. Bill: The Parks District is underfunded in relation to capital improvements. |
| 2:10p | Review Assignments & Adjourn | <ul style="list-style-type: none">• Terry moved to adjourn. Mary second. Motion approved.• Meeting adjourned at 2:10 pm. <p>Next meeting: Tuesday, March 20th Noon-2pm, 8061 Densmore Avenue N, Large Conference Room</p> |