

## CMS MINUTES

MINUTES OF THE **VIRTUAL** ANNUAL MEETING OF THE BOARD OF DIRECTORS OF CMS CONTRACT MANAGEMENT SERVICES HELD ON **MARCH 17, 2023**.

1. **CALL TO ORDER:** Meeting was called to order at 10:02 a.m.

2. **ROLL CALL:**

**Present:**

Chair, Jill Stanton  
Vice Chair/Treasurer, Sherman Enstrom  
Secretary, Carlita Mendez

**BHA Staff Present:**

Tim Schanne, Business Solutions Director  
Lorna Camacho, Minute Taker/Office Manager/Executive Assistant

3. **PUBLIC COMMENT:** None

4. **CHAIR COMMENTS:** None

5. **BOARD OF DIRECTORS COMMENTS:** None

6. **APPROVAL OF ANNUAL MEETING MINUTES:** MARCH 14, 2022

☞ **Chair Stanton called for motion to approve Annual Meeting Minutes of the CMS Board of Directors as presented. Secretary Mendez moved for approval of motion. Vice Chair/Treasurer Enstrom seconded motion. Call for question. None opposed. Motion carried.**

7. **APPROVAL OF RESOLUTION CMS23-01 APPOINTMENT OFFICERS:**

The Board of Directors of CMS Contract Management Services approved the following officers of the organization as provided in the By-Laws:

- Jill Stanton - Chair
- Sherman Enstrom – Vice Chair
- Carlita Mendez - Secretary
- Sherman Enstrom - Treasurer

With the hiring of Sherman Enstrom, we removed Ron Packer from serving on the CMS Contract Management Services Board of Directors and appointed Sherman Enstrom as his replacement.



- 
- ☞ **Chair Stanton called for motion to approve Resolution CMS23-01 appointing officers as provided in By-Laws. Secretary Mendez moved for approval of motion. Vice Chair/Treasurer Enstrom seconded motion. Call for questions. Non opposed. Motion carried.**

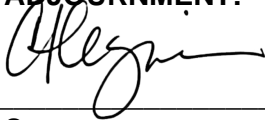
**8. CONFLICT OF INTEREST ANNUAL STATEMENT:**

In compliance with the Conflict of Interest Policy for CMS Contract Management Services, each CMS director, officer and member of a committee with Board delegated powers shall annually sign a statement which affirms such person has received a copy of the Conflict of Interest Policy; has read and understands this Policy; has agreed to comply with this Policy; understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes; and understands the Organization is a governmental instrumentality and its interested persons or municipal officers must comply with the Code of Ethics for Municipal Officers, codified at Chapter 42.23 RCW.

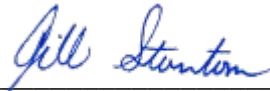
As a discussion item, the Board of Directors are to execute and provide to Ms. Camacho the Conflict-of-Interest Statement acknowledging receipt of the Conflict-of-Interest Policy.

**9. FUTURE 2024 MEETING:** March 15, 2024

**10. ADJOURNMENT:** There being no further business, the meeting adjourned at 10:06 a.m.



Secretary



Chairperson of the Board