

Contract Administration Education Committee (CAEC)

AGENDA

April 24, 2018
City of Lacey
420 College Street SE, Lacey 98503

Members Present	Via Teleconference	Teleconference – Call
Linda Shilley	Jane Cooke	Phone #: 360-413-3540
Michele Percussi	Catherine McNabb	Pass Code: 985030
Michele Capestany	Deborah Ottum	
Judi Isaac	Bob Desgrosellier	

PURPOSE: The purpose of the meeting is to review the 2018 workshop schedule, and succession planning.

A. Discussion Topics:

1. Review 2018 workshop schedule – status to date and future workshops.
2. Liberty Lake – should we continue with this venue? Committee discussed and agreed to make the cutoff date for Liberty Lake May 4, so people have time to sign up for the Yakima - May 10th workshop. Need minimum of 10 in the workshop at Liberty Lake, and only 6 signed up as of April 24. Michele P. to send email reminders to her Spokane associates to encourage them to register and attend.
3. Succession Planning. – Things have changed at the Port, which is impacting Linda’s time and ability to continue to Chair the Committee alone. Linda needs a co-chair by the end of the year. Michele P. agreed to co-chair. Everyone agreed.
4. CAEC Brochures update – Lilt has completed the update, with correct names, company names, email addresses, etc. Having 200 printed. Linda will send out handfults for the May workshops. Don’t want to do any more than that at this time, in case there are more changes later.
5. Review the Budget – There is \$2,556 in the bank. Melissa is putting together new spreadsheet to track against revenue. With APWA fiscal year being July through June, we still have one more workshop to pay expenses to presenters. May revenue will come in and we’ll be in pretty good shape. Refreshment Expense: Now that we’re not getting free refreshments at Everett, the cost isn’t too much. \$75/venue/workshop was budgeted for 2018-2019, for 5 venues, and we probably won’t be doing Liberty Lake every time. Everett is a larger workshop, and usually takes more refreshments. Michele P. offered to buy coffee for Everett, if APWA can pay for the donuts/cookies. It was decided that we have the budget to take care of all refreshments, however, so the Committee will cover the cost. A total of approx. \$2,660 was collected in revenue, with about \$1k in expenses. We’re going well, and will surpass APWA’s expectations of “net-neutral”.
6. Other business? (Michele P., Deborah, and Bob) – Combined effort to write an article about APWA-CAEC Committee. Will be published in upcoming APWA publication. Don’t know when (soon). Linda will check with Leah. Michele C. checked with Scott. The next publication will be sometime in June. Suggested we keep a copy of the article to put into our personnel files as all Committee members are listed. Good idea to also send a copy to our speakers, so they better understand our mission/vision.

Up to 418 Certificates awarded so far. Agencies and Private firms are asking new employee candidates to either have or be working toward their CAEC Certificate. We're making a difference!

Upcoming Meeting FYI: July 19 meeting at Edmonds School District Offices, building will be locked on that date and will have to call Jane's desk to let us in. She will send an email with instructions. October 18 – meeting at MRSC, be prepared for parking challenges, and to pay for parking. It's not cheap.

Linda has a CA opening at the Port of Olympia: Will be 60% Contract Admin/ 40% Finance Associate. Needs to have someone onboard by mid-July. Let her know if you know of someone who may be a good fit.

HEADS UP – Linda in the process of putting together a business plan to start her own consultant company – a group of people specialized in different aspects of public works/ public agency administration, focusing more on specific agency training, resolutions, procedures, ordinances. Wouldn't directly compete.

B. Certificate Program:

Certificates are issued in February and September.

Certificate Level	Number of Certificates issued to date
Bronze (30 credit hours)	316
Silver (60 credit hours)	68
Gold (90 credit hours)	28
Platinum (120 credit hours)	6
TOTAL	418

C. 2018 Workshop Schedule

February:

Topic: Back to Basics with Essential Documentation
Total of 244 attendees (4 venues). \$2,660 revenue.
Coordinator: Linda

May: Looking good - a lot of registrants so far. Need to give folks enough time to sign up for Yakima if we cancel Liberty Lake. Linda will monitor and send an email to the Committee on May 4, to see what we want to do there. The 2 speakers did reserve hotel rooms, and they will need time to cancel.

Topic: Insurance and Bonding
Coordinators: Ronda and Jim
Presenters: Robin Aronson, WCIA Risk Services Mgr, and Kara Skinner – Integrity Insurance

<u>Location</u>	<u>Date</u>
Renton	May 3
Yakima	May 10
Camas	May 17
Everett	May 24
Liberty Lake	June 6

September: The planned speaker went dark. Time to find someone else. Committee discussed the original intent for this workshop. Is it simply Scheduling and Project Management, or - as a Contract Administrator, how you schedule your time before/after a project, how to manage your time during the project, etc. It was suggested that Catherine be the speaker. She stated she doesn't do Project Management now, her track now is Purchasing and Contracts, but actual administration of contracts post award, she isn't doing as much anymore

and suggested one of their Engineers, Sam (Samantha) Harper. Catherine can ask her about being a speaker. Sam has done the APWA leadership thing, and she may be interested in speaking. Another question was raised about what is meant by Scheduling – managing your time as a CA from “cradle to grave,” “soup to nuts”, setting your critical path (scheduling), with regard to when to advertise, grant requirements, etc., or more from a Construction Scheduling/PM perspective. It was discussed that the latter may be more beneficial/informative for CA’s, especially “newbies”. Michele P. indicated that she has a Master Scheduler and a Sr. PM that can come in and explain how they do things (i.e., PM works hand-in-hand with the Scheduler to keep project on track, providing risk analysis, how scheduling affects pay estimates, claims avoidance, schedule updates, etc., and discuss all the tasks involved in this process that the CA is responsible to do. To including - making sure you have all the correct documents to administer.) Committee decided to go this route. Michele P. mentioned there would likely will have more interest from the Liberty Lake area on this topic as there are a lot of Constructions Managers and Project Managers in that area.

Topic: Scheduling and Project Management
 Coordinator: Michele P

<u>Location</u>	<u>Date</u>
Renton	Aug 30
Yakima	Sep 13
Camas	Sep 6
Everett	Sep 20
Liberty Lake	Oct 10

November: Concern with November workshop is that it seems like a lot to do in one workshop, and we may be opening a can of worms with “Rosters”. It was mentioned that with new legislation for Ports and Cities this year, especially for On-Call, this topic would be a fun one to do. Committee discussed what is meant by “advertising”. This is in regard to “types of contracts” and what needs to happen to get that type to ad. This workshop covers it all and rolls into everything, and will walk through the “how to do” what you need to do. Everyone does maintenance contracts differently. If nothing else, will get a real good conversation and a lot of questions about how everyone does this. Ideas on who we would want to speak: Regarding Maintenance Contracts – Linda to check with Ronda to look up who was the speaker on this topic a few years ago. No other ideas surfaced. Agreed to put our heads together to think on “who” can present, and let Linda know. Was mentioned that Linda may do part of it, Judy might also. Angelea Miller with LOTT was suggested, who is good and knowledgeable, but has very different structure as far as their governing body, however. Someone will give her a call to see if she would be interested in doing the presentation regarding On-Call Construction Contracts and Maintenance Contracts.

Topic: On-Call Construction Contracts, Maintenance Contracts, Rosters, and Advertising
 Coordinator: Haley, Linda, Michele C.

<u>Location</u>	<u>Date</u>
Renton	Nov 1
Yakima	Nov 8
Camas	Nov 15
Everett	Nov 27
Liberty Lake	Dec 5

D. Other

1. Committee Meeting Dates and Locations

2018 Meeting Dates:

- January 18 KBA Offices - Bellevue
- April 24 City of Lacey
- July 19 Edmonds School District Offices, Lynnwood
- October 18 MRSC Office, Seattle