

Contract Administration Education Committee (CAEC)

AGENDA

January 21, 2021 10 A.M. – 11:30 AM

[Click here to join the meeting](#)

Members Present	Via Teleconference	Teleconference – Call
Robin Aronson	Susan Knotts	Click here to join the meeting Or call in (audio only) 206-485-1387 .605882502# United States, Seattle Phone Conference ID: 605 882 502#
Michele Capestany	Deborah Ottum	
Judy Isaac	Ronda Syverson	
Thanh Jeffers		
Melissa Jordan		

PURPOSE: The purpose of this meeting is to review the current webinar trainings, and to confirm coordinators. We will ask for input on training topics to round out the 2021 schedule.

A. Discussion Topics:

1. Discuss the webinar schedule and topics
 - a. February 25, 10 a.m. to 12 p.m. – Federal Funding. Should be posted soon.
 - b. May 20, 10 a.m. – 12 p.m. – Job Order Contracting
 - c. September – Electronic Bidding and Bid Guarantee Submittals
 - d. November – ~~Free Account~~ Project Management
 - i. Project Management was discussed on 1/27/2021. Susan has offered to coordinate this session. Thank you Susan.
 - e. APWA WA Chapter to evaluate CAEC registration fees. CAEC consensus, we hope we can continue to offer free registration to APWA Members in an effort to encourage APWA Membership, as well as, keep non-member registration low. This topic will be discussed further, as more information becomes available.
 - f. It is more cost effective/efficient for an agency to pay for staff to participate in a webinar, rather than in-person training.
 - g. Consensus, continue with virtual sessions through 2021. In 2022, evaluate offering two in-person and two virtual sessions. Perhaps offer virtual sessions in February and November.
 - h. Let Judy know if you are interesting in learning how to moderate a webinar.
 - i. APWA has tasked members to take Moderator Training, so we can moderate APWA sessions and reduce the costs.
 - ii. During the webinar, the Moderator will act as host, moderate, introduce speaker, monitor/feed questions to speaker, and watch the clock. Note, this is approximately a one-day commitment.
 - iii. Lilt manages all technical aspects, including any issues.
 - iv. Thanh would like to participate in this training.
 - v. Discussion ensued on using MS Teams vs. Zoom.
2. Discuss any vacated positions caused by role changes.
 - Treasurer’s position. The Treasurer’s position is still open. If you are interested in obtaining more information or volunteering, please review the CAEC Roles and Responsibilities document and contact Judy and Melissa.
 - Thanh volunteered to take on the Treasurer’s role. Thank you Thanh. Melissa will discuss Treasurer’s roles and responsibilities with Thanh. Thanh will be included in budget discussions with Judy and Melissa.

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B. 2021 Workshop Schedule

February: Zoom

Topic: Federal Guidelines (includes Project Management Review and Diversity Management and Compliance System (DMCS))

Date: February 25, 2021

Coordinator: Thanh

Moderator: Melissa

Technical Consultant: Juel Lugo of Lilt

Presentation Team: Diane Sheesley, PE and Ruth McIntyre of Trantech Engineering

No. of Attendees: Revenue: \$ Expenses: \$

Workshop evaluation:

Description from website: CAEC PRO (Virtual): *Staying within the Lines when Using Federal Funding*

May: Zoom

Topic: Job Order Contracting

Date: May 20, 2021

Coordinators:

Moderator: Melissa and Thanh

Technical Consultant: Juel Lugo of Lilt

Presentation team: Linda Shilley, Pierce Transit

No. of Attendees: Revenue: \$ Expenses: \$

Workshop evaluation:

Description from website:

September:

Topic: Electronic Bidding and Bid Guarantee

Panel of Lessons Learned and Best Practices

Date: TBD

Coordinators: Judy

Moderator: TBD

Technical Consultant: Juel Lugo of Lilt

Presentation team: Possibly Lynnwood Attorney or staff and Jim Rioux, City of Olympia

No. of Attendees: Revenue: \$ Expenses: \$

Workshop evaluation:

Description from website:

November:

Topic: Project Management (as determined on 1/27/2021)

Date: TBD

Coordinators: Susan

Moderator: TBD

Technical Consultant: Juel Lugo of Lilt

Presentation team:

No. of Attendees: Revenue: \$ Expenses: \$

Workshop evaluation:

Description from website:

C. 2021 Committee Meeting Schedule

January 21

April 15

July 15

October 21

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D. Certificate Program:

Certificates are issued in February and September. To be issued in March 2021.

Certificate Level	Certificates to be Issued in October	Certificates Issued-to-Date (incl. Oct.)
Bronze (30 credit hours)	6	383
Silver (60 credit hours)	5	102
Gold (90 credit hours)	0	37
Platinum (120 credit hours)	1	15
TOTAL	12	537