

Contract Administration Education Committee (CAEC)

AGENDA

April 29, 2021 10 A.M. – 11:30 AM

Attendees Via Teleconference

Robin Aronson
Bob Desgrosellier
Judy Isaac
Thanh Jeffers
Debra Ottum
Ronda Syverson
Randy Talbert

PURPOSE: In this meeting we will review the current webinar trainings and confirm coordinators. We will ask for input on training schedule and practices.

A. Discussion Topics:

1. Discuss the webinar schedule and topics
 1. February – Federal Funding (completed)
 2. May – Job Order Contracting
 - CPARB Best Practices have not been formally adopted due to legislative changes.
 - Session will offer a pared-down, basic overview.
 3. September – Electronic Bidding
 4. November – Project Management Basics
2. Discuss available committee position.
 - Treasurer’s position. Thank you Thanh for volunteering.
 - Bob is retiring from the City of Yakima. Congratulations Bob!
 - Judy acknowledged Bob’s dedication and efforts to APWA and contributions to CAEC.
 - Bob provided an update from the APWA-WA Board. He stated that the Board is pleased with the way CAEC successfully transitioned to a webinar format. He added that the webinars have been successful and are keeping costs low.
 - Bob stated that he is thankful for his tenure with the committee.
 - Bob introduced Randy Tabert, City of Yakima. Randy will join the CAEC Committee.

B. 2021 Workshop Schedule

February: Zoom (Completed)

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

Date: February 25, 2021

Coordinator: Thanh

Jeffers Moderator:

Melissa Jordan

Technical Consultant: Juel Lugo of Lilt

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

No. of Attendees: (191 members, 78 non – 269) Revenue: \$ 2.340 Expenses: \$0

May: Zoom

Topic: Job Order Contracting

Date: May 20, 2021

Coordinators: Melissa Jordan

Moderator: Melissa Jordan

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
 Possibly, a panel discussion with agencies using electronic bidding procedures
 Date: TBD
 Coordinators: Judy Isaac and Melissa Jordan
 Moderator:
 Technical Consultant: Juel Lugo of Lilt
 Presentation team: Panel TBD
 No. of Attendees: Revenue: \$ Expenses: \$ Workshop evaluation:
 Description from website:

November:

Topic: Project Management Basics
 Date: TBD
 Coordinators: Susan Knotts and Ronda Syverson
 Moderator:
 Technical Consultant: Juel Lugo of Lilt
 Presentation team: TBD
 No. of Attendees: Revenue: \$ Expenses: \$ Workshop evaluation:
 Description from website:

C. 2021 Committee Meeting Schedule

- ~~January 21~~
- ~~April 29~~
- July 15
- October 21

D. Certificate Program:

Certificates are issued in February and September.

Certificate Level	Certificates to be Issued in April 2021	Certificates Issued-to-Date
Bronze (30 credit hours)	9	392
Silver (60 credit hours)	5	107
Gold (90 credit hours)	1	38
Platinum (120 credit hours)	1	16
TOTAL	16	553

E. New Business

- Ronda will update CAEC Roles and Responsibilities and other forms.
- Suggestion for February CAEC Workshop – in-person – Job Order Contracting Best Practices. Will need to schedule session for 3-4 hours.
- Discussed benefits of networking at in-person workshops. Perhaps use a “Hybrid” training method – annually conduct two sessions in-person and two as a webinar. Maybe February and November as a webinar – weather can be an issue.
- Webinars are convenient for presenters and attendees.
- Suggestion to offer an in-person session at an APWA conference.