

Contract Administration Education Committee (CAEC)

MINUTES

April 21, 2016, 10:00 am - Noon

City of Olympia Offices at 601 4th Avenue East, Olympia
Room 207 on 2nd Floor

Members Present	Via Teleconference	Teleconference – Call
Sherry Arciniega	John Carpita	Conference #: 605-475-3220 Participant Code: 423012#
Rick Hill	Jane Cooke	
Thanh Jeffers	Bob Desgrosellier	
Lynn Richard	Catherine McNabb	
Linda Shilley		
Ronda Syverson		

PURPOSE: The purpose of the meeting is to provide an update of the workshop fees issue, update the mission statement and objectives, and review upcoming events.

A. Discussion Topics:

1. Membership Changes – Welcome back Sherry Arciniega (Port of Tacoma)! Welcome Rick Hill (City of Mukilteo), Lynn Richard (Thurston County Public Works) and Steve Worley (Spokane Valley – Spokane venue coordinator). Thank you to Vivienne Altree and Jodi Delay.
2. Workshop Fees: Latest information
 - a. APWA fiscal year July-June.
 - b. Board meets on June 2, 2016. It is anticipated that the Ad-hoc committee make a recommendation to continue offering CAEC workshops at no charge.
 - c. Shilley thanked CAEC members for their input on this issue.
3. Presentation Handouts – print or post?
 - a. APWA and CAEC committee members have received a few complaints regarding posting/not printing handouts. Upon further discussion, the committee decided to post them and provide a few hard copies at each venue. Attendees will get used to our new process, which is a cost savings benefit to the CAEC budget.
4. Spokane Venue – add to schedule? Or decide each time?
 - a. Add Spokane to the schedule.
 - b. John suggested we move to a model where the base presentation is created with a specific training message. A lead presenter may/may not travel to all venues. We then recruit local presenters to present the material.
 - i. Who prepares the PowerPoint?
 - ii. How do we vet local presenters? The training may not be in their realm of expertise.
 - iii. Concern expressed on training consistency between venues.
 - iv. Concern expressed that the workshop coordinator would have to try to locate 5-8 presenters, instead of locating 1-3 lead presenters who travel to all venues.
 - v. We don't want presenters to just read the PowerPoints.
 - vi. Revisit this topic at a future committee meeting.

5. Review and update Mission Statement and Objectives.
6. Promote APWA and "At a Glance" Flyers.
 - a. Provide *APWA at a Glance* flyers at all workshops.
 - b. Moderators inform attendees that APWA and MRSC co-sponsor the CAEC committee. Shilley/Carpita will prepare a script.
 - c. CAEC Committee actions are to meet APWA Mission Statement and Objectives.
 - d. A discussion ensued regarding number of attendees that are APWA members, whether it be a personal or agency membership. Carpita stated that they have the means to verify this information through the registration system.
 - e. CAEC focus is on administration and contract persons, not managers. Managers are more likely to be members than office staff.
 - f. CAEC Committee has been highlighted twice in the APWA monthly magazine.
 - g. Shilley distributed copies of a Draft Committee Handbook and Committees Roles and Responsibilities from APWA. She asked that CAEC committee members read and become familiar with these documents.
 - h. APWA WA Chapter has taken a stronger emphasis on committees – time, energy, focus. APWA Committee Handbook is being developed. Committees have been consolidated. We are receiving a clear direction and support.
 - i. CAEC has been asked to review and update our Mission Statement. Our Mission Statement and Objectives can be found the CAEC brochure.
 - i. Please read over these items and send any suggestions to Shilley. We will revisit this topic during the July committee meeting. Shilley will consolidate suggestions.
 - ii. Statement focus is on Public Works. We cover a lot more than just Public Works.
 - j. Hill reported that the Washington Finance Officers Association (WFOA) conference will be held September 20-23 in Spokane. Registration for booths opens in May. He suggested that APWA have a booth at this and similar conferences to provide information on APWA, APWA committees, and membership.
 - i. Shilley will contact the APWA marketing person on this suggestion.
 - ii. APWA Fall Conference is in Spokane from October 4-6.

B. 2016 Workshop & Conference Schedule:

1. February – Contract Bid Mistakes

Workshop was well attended. What was feedback on surveys?

2. 2016 APWA Spring Conference:

Vancouver – April 5-8

- o Pre-Conference Workshop: Good feedback. Approx. 30 attendees.
- o Over 420 conference registrants
- o CAEC committee well represented by Jordan, Jeffers, Syverson, Shilley and Carpita.
- o Thank you Jeffers for organizing such a successful event.

3. May – Energy Savings Performance Contracts

Coordinator – Syverson

Speakers: Kirsten G. Wilson with DES Energy Program, Arthur Vertner and Rich Davis with Abacus/Willdan Energy Services.

Workshop dates:

May 5th – Renton

May 11th – Yakima

May 19th – Camas

May 26th – Everett
~~June 2nd – Spokane~~

- a. Discussion on low registration numbers.
 - iii. No one has registered for Spokane. Syverson will contact all parties to cancel this venue.
 - iv. Shilley/Carpita to reword registration announcement into a question format.
 - v. Carpita will send announcement to hospital districts, schools, colleges, universities, etc.
 - vi. McNabb will send announcement to NIPG.
 - vii. Is this training geared toward managers – application process? No, the training will cover application, grants, loans, award, typical projects, professional services, construction management, and close-out.
 - viii. McNabb stated that it's not a bad idea to occasionally offer training on topics outside of our norm.
 - ix. This training is on a form of contract administration.

4. September – Professional Services A-Z

Coordinator – Jeffers, Shilley,
Speakers: Jeffers

Workshop dates:

September 8th – Renton
September 15th – Yakima
September 22nd – Camas
September 29th – Everett
October 13th – Spokane (Center Place)

- a. A discussion was held on changing the Workshop topic to Insurance/Bonds and Davis Bacon. Committee decided to stay with Professional Services.

5. November – Public Works 101 (Back to Basics)

Most requested Workshop!
Coordinator – Carpita
Speakers: TBD

Workshop dates:

October 27th – Renton
November 3rd – Yakima
November 16th – Camas
November 17th – Everett
December 1st – Spokane (Center Place)

C. Possible Future Workshop Topics

1. Insurance and Bonds: a lot of confusion on WA state regulations, verification, legitimacy, requirements, costs to project, increase coverage with specialty work – increased risk, etc.
2. Davis Bacon. Combine with Insurance and Bonds presentation?
3. How to use supplemental bidder criteria. MRSC has developed a webinar on this topic.

D. Website Changes

Cathy McKay to train a couple of CAEC members. Shilley, Syverson, and Richard

E. CAEC Budget

Annual Budget: \$4,500

Remaining Balance: \$3,640

F. Other

1. Certificate Program:

Certificates are issued in February and September.

Certificate Level	Number of Certificates issued to date	Certificates Anticipated for Issuance in September
Bronze (30 credit hours)	276	6
Silver (60 credit hours)	58	0
Gold (90 credit hours)	14	0
Platinum (120 credit hours)	2	1
TOTAL	350	7

2. Committee Meeting Dates and Locations (all meetings start at 10:00 am and go to approx. noon)

2016 Meeting Dates:

- January 27 MRSC
- April 21 City of Olympia
- July 21 Pierce County
- October 20 "Road Show" Travel to Everett, Pt. Townsend, Edmonds??

3. Other Business?

- a. Arciniega has graduated with her Bachelors of Business Administration with a focus on Management and Operations – CONGRATULATIONS! She has been approached by a writer from WSU regarding her journey, she will mention CAEC in the interview.
- b. Shilley has received an inquiry on offering CAEC credit for training offered by another organization or agency. This topic has been discussed in the past.
 - i. How do we certify training? We do not vet the trainers.
 - ii. How is the material presented, best practices, statutes?
 - iii. We do not want to give CAEC credit on training that is out of our control.
 - iv. Certificate program revamped to recognize people dedicated to our committee.
 - v. Certificates are presented at a CAEC Workshop.
 - vi. CAEC representatives may be available to present certificates at a recipient's Council meeting or other formal activity.

CAEC WORKSHOP ASSIGNMENTS:**FOR ALL VENUES**

Certificates	Ronda Syverson
Handouts	Provided through registration. Moderators please provide a few copies at each venue.
Registration	Reg Online
Speaker Appreciation	Betty Chan Etquibal
Surveys	Jane Cooke prepares/sends to Moderators for distribution. Jane also compiles the results.

EVERETT

Moderator	Betty Chan-Etquibal, Jane Cooke, or Catherine McNabb
Equipment/Site Coordinator	Clark Langstraat
Sign-in sheets 11x17	Jane Cooke
Coffee/Snacks	Perteet

RENTON

Moderator	Thanh Jeffers
Equipment/Site Coordinator	John Carpita
Sign-in sheets 11x17	Melissa Jordan
Coffee/Snacks	Thanh Jeffers, Melissa Jordan (backup)

CAMAS

Moderator	Jim Hodges, Ronda Syverson
Equipment/Site Coordinator	Ronda Syverson
Sign-in sheets 11x17	Ronda Syverson
Coffee/Snacks	Ronda Syverson

YAKIMA

Moderator	Sue Ownby, Robert Desgrosellier
Equipment/Site Coordinator	Robert Desgrosellier
Sign-in sheets 11x17	Robert Desgrosellier
Coffee/Snacks	Robert Desgrosellier

SPOKANE VALLEY

Moderator	Steve Worley
Equipment/Site Coordinator	Steve Worley
Sign-in sheets 11x17	Steve Worley
Coffee/Snacks	Steve Worley