

Contract Administration Education Committee (CAEC)

MINUTES

July 15, 2021 10 A.M. – 11:30 AM

Attendees Via Teleconference

Robin Aronson
Thanh Jeffers
Melissa Jordan
Susan Knotts
Deborah 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. We are saddened to report that Judy Isaac, CAEC Co-Chair and MRSC Liaison, has left MRSC and will no longer be a part of this committee. We are excited for Judy, in that she is relocating to be closer to family.
2. Discuss the webinar schedule and topics
 1. February – Federal Funding (completed)
 2. May – Job Order Contracting (completed)
 3. September – Electronic Bidding
 4. November – Project Management Basics
3. Randy provided information on the ten-week Project Management session being conducted in Yakima. The Yakima City Manager is looking for consistency in project management citywide.
4. Treasurer's report to be distributed.

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: (88 members, 30 non -118) Revenue: \$1175 Expenses:

September:

Topic: Electronic Bidding

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: (92 members, 38 non – 130) Revenue: \$1140 Expenses: \$

November:

Topic: Project Management Basics

Having trouble locating a presenter. Randy suggested Eric Stewart, Bellevue College. Mr. Stewart is presenting the ten-week session on Project Management at Yakima. Thanh suggested Jim Rioux, City of Olympia. Suggestion: forward workshop outline to CAEC to request assistance in locating a presenter(s).

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

- Website updates.
- Committee Spotlight in APWA newsletter in August.
- 2022 – perhaps we will shift back to in-person training or a hybrid with February/November in webinar format with the other sessions as in-person. We have received a number of comments from people missing the network opportunities of in-person training sessions.