

# JOC Evaluation Committee

## AGENDA

*Date | time* 8/20/2020 2:00 PM | *Call in number:* 1-206-899-2838, Conf ID 421 544 356#

*Location:* Microsoft Teams

Meeting called by Linda Shilley  
Type of meeting Monthly Committee  
Facilitator Quinn Dolan  
Note taker Samuel Strom

Voting Members:  
✓ Quinn Dolan ✓ Randy Horn Gordian) ✓ Aleanna Kondelis ✓ Michael LaVielle  Brent LeVander ✓ Eric Lindstrom ✓ Gina Owens ✓ Linda Shilley ✓ Brian Thomas  
Invitees:  
 Tollen Bramby  Garrett Buckingham  Debra Delzell  Michel Ligtenberg  Diana Peterson  Jena Richmond  Melissa Van Gorkom  Amanda Witt  Sam Strom  Norman Glover  Rex Brown

### Agenda Items

Topic	Presenter	Time allotted
<input type="checkbox"/> Welcome and Roll Call	Linda	5 Minutes
<input type="checkbox"/> Approve Agenda	Linda	5 Minutes
<input type="checkbox"/> Reauthorization – Reporting	Linda/Quinn	15 Minutes
<input type="checkbox"/> Best Practices Manual – Review/Edit/Approve Table of Contents	All	40 Minutes
<input type="checkbox"/> General Items	All	15 Minutes

### Notes

#### Approve Agenda

- Linda: Moved to approve

#### - Purpose of this Meeting:

- Update the Committee on recent events concerning proposed changes to RCW 39.10.460 (JOC Data Reporting)
- Review and discuss Draft Best Practices Guidelines PowerPoint; the approach, layout, etc.

**General Items** – Members input

**Next Meeting** – October 8, 2020

Linda: Discussed the JOC reporting language in the RCW at the reauthorization committee meeting. Committee was in agreement with the suggested changes that the committee had.

Linda: Displayed the drafted PowerPoint presentation and opened discussion on edits to be made:

Quinn: Believes that the presentation should be something that easily translates to best practices and a good way to do that is to add notes under the slides in view mode. This way one can see the slide and then more info under it.

Linda: Agrees that notes are great talking points during presentation

Aleanna: Mentions that notes can't be seen in presentation mode. Added that during authorization meeting talked about different themes and if they would be in the content of best practices. Believes the presentation should include a diversity slide addressing a major concern with the JOC language in the best practice manual. Also need to address how to score contractors' past performances in business inclusion.

Quinn: Need to work on GCs that haven't done JOC before. Need to detail it more. What can be done to facilitate speaking with a contractor that has not done JOC before. Need to address bonding concerns with owner.

Aleanna: Notes that the bonding process is specific and needs to be addressed specifically.

Linda: Invite everyone on the team site and put all reference documents needed there for everyone to collaborate.

#### Action items

Linda: need to make sure we cover all diversity

Aleanna: Need a better way of reporting for owner and also evaluation criteria for inconclusion in a possible past performances slide.

Linda: To review evaluation slides.

Quinn: Made a unit price slide.

Aleanna: Should address conflict of interest slide.

Linda: Need to improve owner decision making processes and not just develop documents but also internal processes (how to actually make decisions not just have a document for it).

Quinn: Agrees. There is a program management slide, just need to put the notes under the slide. There are also more points on owner perspective side than the contractor perspective. That needs to be balanced.

Everyone agrees with Quinn on that.

Aleanna: Do we have a slide for past scenarios?

Quinn: Might have to add a slide or go all the way up to the top and add it to the #6 slide which continues to 7. Should also add a bullet point on management slide to address performance review throughout contract like Aleanna suggested.

Aleanna: Need to address the level of design.

Quinn: Could be discussed in scope development in initial sight visit.

Quinn: Slide #17 are things that the agency needs to think about.

Quinn: Propose that we skip the September meeting and make it more of a deadline for everyone to supply comments and for Quinn and Linda to take the comments and update the slides and have a better draft for Oct 8<sup>th</sup> meeting. Thinks they need 3 weeks to put the comments into the presentation.

Everyone agrees.

Quinn: Should go with a standard templet for the PowerPoint.

Brian: Will look for it.

Quinn: Drop files in teams calendar invite.

Aleanna: Should probably talk to Rebecca to have a better put together agenda. Also thinks templet form for agency requirements to be put in slides.

Quinn: Thinks it being in the manual is very important, not sure about in slides.

Next steps:

*All to review the Guidelines powerpoint, add notes, edits using track changes. Submit changes to Linda and Quinn by September 17<sup>th</sup>. No meeting will be held on September 17<sup>th</sup>. Quinn and Linda will prepare new draft powerpoint for all to review and will send to committee NLT 10/8 for discussion at our 10/15 meeting.*

Linda asked to approve the motion.

A Teams site has been set up for the Committee. Link is here:

<https://teams.microsoft.com/#/files/General?threadId=19%3A7cbb4d008c6b4ef09bc8d8de63bfaaf1%40thread.skype&ctx=channel&context=General&rootfolder=%252Fsites%252FJOCCommittee%252FShared%2520Documents%252FGeneral>