

# WACS Minutes

## 6.6.19

- Chairperson (C) duties discussion:
  - Controlling/leading the meeting and setting the agenda
  - Would there be a difference between the C and the facilitator?
  - Starting foundation with choosing agenda items for the next meeting.
  - Each meeting would be a different C?
  - Having a chair would make it so the meetings are in the same place and convenient.
  - Like the idea of having a chairperson that would work with a facilitator to run the meeting.
  - Maybe make a year-year and a half since the frequency of the WACS meeting has been reduced.
  - Host & facilitator (co-chair) would help with getting speakers.
  - The facilitators would rotate through but the C would stay consistent and help the facilitator at that time.
  - C would assign someone to take meeting minutes
  - Brought up to be able to have a place to post the minutes for all to see and making sure they are up.
  - Qualities in a C?
    - Organized
    - Impartial (character)
      - If there are issues that come up, they have the ability to be impartial to solve it. Separate their agency from the issues at hand.
    - Knowledgeable of state procurement law as well as the “players” from other agencies & groups.
  - Would there be a vice chair (VC)?
    - Back up if the C cannot perform their duties.
    - Successor to C.
    - Would the vice chair be appointed by the C?
      - If they were the successor they would not be voted in.
  - *Does the group want a vice chair: voted yes*
  - Instead of a facilitator/host, maybe a facilitation committee? They would get together to up with agenda items to help the C and VC.
    - How would they be selected or appointed?
    - It would be a group of volunteers that would help come up with agenda items for the C & VC to present & facilitate.
    - The committee would last through the term of the chair.
    - 4 people on the committee, each meeting one of them hosts. This would allow the 6 people to be involved all year and be able to collaborate.
  - Chairperson- voted in
  - Vice chair- voted in
  - How long should the tenure be?

- Will get qualities out to the group & gather nominations via email

➤ **Other Presentations:**

- Gabrielle gave legislative update- handout attached to email.
- Sundae gave TAG update- website attached to email.
- Christine gave Policy update- website attached to email.
- Howard gave update on DES website and Contracts & Procurement organizational changes - PowerPoint attached to email.

➤ **Next meeting suggested agenda items:**

- Update to the bylaws
- Updates to chairperson and vice chair
  - Facilitator/host role
  - Secretary to be chosen by chair/volunteered for
- WACS landing page
- DES Policy Team update
- OneWA update

➤ **Possible future/standing agenda topics:**

- One Washington update
- DES Policy Team – Policy development updates and get us involved
- ECMS Workgroup updates
- Training Advisory Group updates
- SaaS Roundtable (suggestion in follow up from last meeting)
- Legislative Updates (seasonal)

➤ **These were on an old list – included here to seed conversation**

- Contracts Resource Group
- Maintenance Contracts
- Contract warranties and licenses
- Small Works – PENDING
- ⊖ Construction Contracts
- Service Level Agreements
- Interagency Agreements
- Correctional Industries

## **Action Item:**

- Develop way to gather nominations & votes from the association for a chairperson & vice chair- Madison @ DES will explore options. The intent is to nominate and vote prior to the next meeting in September, so the chairperson can chair the September '19 WACS meeting.
- Gabrielle Stilwater will provide follow-up information on a bill passed this session regarding the protection of personal information and reporting requirements.

- OFM announced their recruitment of a contracts specialist and wanted to encourage applications. DES will share the link to the recruitment ([Contracts Specialist](#)) and also post on the National Association of State Procurement Officials (NASPO) network.
- DES will share updated organization chart, reflecting the changes presented by Howard Cox, when available.

## **Duties of Chairperson, Host/Facilitator & Vice Chair Discussion**

### **Chairperson (voted in) will:**

- Manage the bylaws & any reconstruction.
- Control and lead the meeting (time management, etc.).
- Work with the host/facilitator (technology & site).
- 1- 1 1/2 year term (to be decided).
- Decide if needed a secretary is necessary, or take volunteer from host organization for meeting minutes.
- Guide the discussion.
- Creating a debrief with the minutes as well as any materials presented to the group to send out to the association.
- Obtain volunteers as facilitators or establish facilitation committee (see below).
- Attributes of chairperson desired:
  - Impartial/ separate own agency interests.
  - Organized
  - Knowledge of procurement law/ contracts & procurement as well as the “players” from the agencies.

### **Vice Chair or Chair-Elect (voted in):**

- Back up to chair when they are not able to attend.
- Successor to the chair at the end of C's term.

### **Host/Facilitator (volunteer)**

- Help with getting speakers/agenda items.
- Options for facilitation:
  - Option 1: Rotating & new volunteers each meeting.
  - Option 2: Facilitation committee
    - This was proposed as a group of 4 people that would work with the C & VC to discuss agenda topics for each meeting and would serve a year term. Each committee member would then facilitate/host one of the four meetings during the year.