

CPARB

JOC Evaluation Committee

MEETING MINUTES

Date | time 1/21/2021 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 checked="" type="checkbox"/> Welcome and Roll Call	Linda	5 Minutes
<input type="checkbox"/> Approve Agenda	Linda	5 Minutes
<input checked="" type="checkbox"/> Best Practices Manual – Review/Edit	All	60 Minutes
<input checked="" type="checkbox"/> General Items	All	10 Minutes

Notes

- **Purpose of this Meeting:**
- Review, discuss, edit the latest version of the Best Practices Manual
 - February CPARB meeting presentation of “final draft” scheduled

General Items – Members input

Next Meeting

Thursday, February 18, 2021.

Meeting called to order at 2:09.

Goal of today's meeting is to vote on submitting the final draft tomorrow.

Linda has talked to Rebecca who had a few points to make:

- Cover memo that will accompany the guidelines to highlight the approach.
- How is diversity discussed
- Wants to show the pending legislative changes even if not passed; for CPARB review purpose.
- Make it clear that this will be an evolving document.

Slide 21

Gina is confused why it specifically mentions "environmental experts.

Linda: "Environmental compliance" might be a better way to put it.

Quinn: Suggestion to use "other experts" and add language that gives flexibility to what type of expertise is needed. "If you want an expert for a specific work, who would that be?"

Gina spotted inconsistency in language in a couple of places: "pre-price vs pre-priced". Linda will do a search and replace.

Linda: Has added slides for legislative changes that have not happened yet per Rebecca's suggestion. Will take them out if needed. There are no notes on the bottom of these slides.

Quinn: Suggests leaving it the way it is now to get the approval from CPARB. Best way to get feedback.

Eric second motion

Unanimous approval.

Linda: Should she send out the memo for review?

Quinn: Can walk through and gage if need to review or not.

Brent: No need for a vote from the committee.

Linda: the memo highlights what the intent of the best practices is and how it is to be used.

Brent: Cover letter signed by Linda and Quinn, no need to vote on the content of the letter.

Linda: motion to include cover memo to describe the intent and use of this manual.

All in favor.

Quinn suggests a friendly amendment: Linda will review, sign and send out.

Accepted.

Randy: Proud that this is a collaborative process.

Motion to accompany the guideline with a memo, take the PowerPoint presentation as it is right now, and send it with memo tomorrow.

Brent says yes, Gina second.

All in favor.

Unanimous vote.

Quinn: Need to add Amanda as a voting member to the committee

Linda: sent that in. 20 min should be enough time.

Randy: can the meeting in February be recorded?

Quinn: CPARB website should have a link to the zoom meeting.

February meeting:

- Talk about how to do the May CAEC workshop. Might do more than one
- Share all different perspectives
- Need to finalize all documents that go in the back of the best practices

Quinn to send out a list of what documents are already available to be added and attach the docs to the list. If anything is missing, everyone can see.

Gina: will send all new documents. Toss all others she already sent.

Randy: will also provide more documents.

Linda: Only have until mid-April to send all this stuff in, so the list should be a priority to make sure the manual is complete

Linda: Must put emphasis that this will be a living document in the memo. Should be highlighted that there will be edits done so CPARB doesn't believe that they're approving a document that will never be changed. This is important because it will eliminate the need to have it approved every time a change is made.

Meeting ends at 2:56.

All in favor.