

# JOC Evaluation Committee

## MEETING MINUTES

*Date | time* 7/16/2020 2:00 PM | *Call in number:* 1-206-899-2838, Conf ID 421 544 356#

*Location:* Microsoft Teams

|                   |                   |  |
|-------------------|-------------------|--|
| Meeting called by | Linda Shilley     | Voting Members:  |
| Type of meeting   | Monthly Committee | ✓ Quinn Dolan ✓ Randy Horn Gordian) ✓ Aleanna Kondelis <input type="checkbox"/> Michael LaVielle ✓ Brent LeVander <input type="checkbox"/> Eric Lindstrom ✓ Gina Owens ✓ Linda Shilley ✓ Brian Thomas  |
| Facilitator       | Quinn Dolan       | Invitees:  |
| Note taker        | Jonelle Chalk     | <input type="checkbox"/> Tollen Bramby <input type="checkbox"/> Garrett Buckingham <input type="checkbox"/> Debra Delzell <input type="checkbox"/> Michel Ligtenberg <input type="checkbox"/> Diana Peterson <input type="checkbox"/> Jena Richmond <input type="checkbox"/> Melissa Van Gorkom <input type="checkbox"/> Amanda Witt <input type="checkbox"/> Sam Strom <input type="checkbox"/> Norman Glover <input type="checkbox"/> Rex Brown<br>Nancy Deakins |

### 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"/> Best Practices Manual – Review/Edit/Approve Table of Contents | Linda     | 60 Minutes    |
| <input type="checkbox"/> General Items   | All       | 15 Minutes    |

### Notes

#### Approve Agenda

- Aleanna: Moved to approve
- Brian: 2<sup>nd</sup> the motion

#### - Purpose of this Meeting:

- Review, discuss, edits and approve the Best Practices Manual table of contents that is distributed in redline with this Agenda.
  - Goal to have a draft of Manual by December.

#### General Items – Members input

**Next Meeting – Thursday, August 20 at 2pm**

Linda: Displayed the table of contents of the BPM and added verbiage recommended by the committee in tab V. Contract Execution/Administration. Discussed Randy's document from Gordian and that it contains good high level guidance and the need to take some of the language from there. Linda discussed building a power point presentation that will include slides to go along with the process outlined in the table of contents.

Gina: The presentation will give them information to build their own manual of policy and procedures and allow them to reference the JOC definitions lists Quinn provided and point them to Randy's document and the DES JOC Manual when developing their own. We should build a resource list for them that compiles resources and education i.e., City of Seattle has new forms and templates; other JOC programs can be made available to share training presentations and additional resources.

Randy and Quinn: were on board and it was agreed that Linda would put together the power point presentation to be a jump start on the process and then the committee could review and add comments and agree upon which high level topics and additional resources to add to the list if the user would like to dive deeper.

Linda: will send out a draft of the presentation prior to the next meeting for review and comment by the committee.

Guest speaker Nancy Deakins: Wanted to discuss with the committee JOC reporting Data Collection and reports to CPARB. JLARC's 2013 recommendation from JLARC Report: Alternative Public Work Procedures Sunset Review, 2/20/13 was displayed for the committee on screen regarding Recommendation 2; which in summary discussed the reporting of the dollar value of master contracts not corresponding to the fiscal year reporting period and potentially showing an overage to the 6 million dollar statutory limits. As a response to Recommendation 2 the committee should work to simplify the reporting process at its level and not give it over to CPARB to decide as they are an advisory group and not a compliance officer.

Brian: commented about the report and discussed the fiscal year and contract dates and how the report needed a way to show an explanation for the overage and overlap of information.

Randy: Discussed that this was an opportunity to framework this data reporting and the BMP could frame up the reporting info.

Brian: Displayed the SUMMARY TAB of the report and the information therein was discussed and commented on by:

Quinn: Commented about using fiscal year reporting in the report.

Nancy: mentioned that different fiscal years were used by different agencies.

Linda: mentioned not reporting to CPARB and why are they.

Aleanna: said they should get away from providing hard data.

Quinn: asked what would happen if you don't report?

Aleanna: mentioned that it was asked by Ways and Means and how did it get reported to CPARB.

Nancy: questioned is the reporting avenue necessary by citing what good is the data collected especially if you can't process the data and analyze it. They have no manpower at this time to handle it.

Linda: Discussed that the manual could change the reporting form. The JOC Program is the tool and has guidelines and why do we have to report in depth. OMWBE may not care if statutes are changed and asked the committee to comment on the discussion.

Gina: Asked about changing the statutes and do we still need all of them.

Brent: Mentioned that data is an important tool as a whole.

It should not be an administrative burden and we should downsize the report. But we need to go through the Reauthorization Committee.

Aleanna: Mentioned for discussion to take off reporting data. She noted that the directive of the committee was to work on the BP Manual and do we want to respond to REC#2? Is data for compliance or policy?

Linda: Asked if we have a quorum to do this and do we need a special meeting?

Quinn: Recommended that we go back to the reauthorization committee.

Aleanna: Asked the JOC committee to propose that Linda and Quinn email Rebecca and Andy about the potential to reopen data collection removal and RCW 39.10.460 to see how they feel about it.

Aleanna asked to approve the motion

Quinn: 2<sup>nd</sup> the motion

AYE response by members of the team: Brian Thomas, Linda Shilley, Quinn Dolan, Aleanna Kondelis, Gina Owens, Brent LeVander

Linda: Noted that they may have to have a special meeting on this topic.