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**RESOLUTION PROPOSAL**

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**DATE:** May 27, 2010

**SUBJECT:** Amend PM 16.17 Committee Charters: Solicitation and Contract Review Committee Charter to clarify committee membership of staff contracts administrator

**SPONSOR:** Dick van Nierop, Chair Solicitation and Contracts Review Committee

**BACKGROUND INFORMATION:**

The S&CR Committee membership as defined in PM 16.17 does not adequately meet the needs of the Committee. The policy is clear in stating that there can be five members however the solicitations and contracts staff person is defined in the policy as a part-time employee.

When the Solicitation and Contracts Administrator Linda Adams was appointed to the Committee, she was a part time LMOA employee. Since that time, Ms. Adams' position has changed to a full time staff position. Given that the Solicitation and Contracts Administrator is an integral member of the Committee, I am proposing the changes to PM 16.17 as attached which will:

- replace the specific job title - which can be (and has been) revised - with a generic term for the staff person and
- allow for the staff person to be a full-time employee and still serve on the committee.

Reviews of PM 2.10 Bylaws and PM 16.00 Committees were conducted to determine if additional changes are needed. There are no restrictions on appointing employees as committee members in the Bylaws. There are changes required in PM 16.00 which are attached.

**STAFF RECOMMENDATION:** Concur

**PROPOSED FINANCIAL IMPACT:** NA

**PROPOSED SOURCE OF FUNDING:** NA

**STRATEGIC PLAN REFERENCE:**

**POSSIBLE MOTION:**

Move that the Board of Directors approve amendments to 16.17 Committee Charters: Solicitation and Contract Review Committee Charter and PM 16.00 Committees to clarify committee membership of staff contracts administrator as presented in the May 27, 2010 Board packet.

**PERSON RESPONSIBLE FOR FOLLOW-UP:** General Manager