
RESOLUTION PROPOSAL

DATE: June 24, 2010

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

SPONSOR: Leighton Cumming, President

BACKGROUND INFORMATION:

OPTION 1:

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.

See the attached changes to PM 16.00 and PM 16.17 marked OPTION 1.

OPTION 2:

If the OPTION 1 changes are not approved, the policy text in PM 16.17 which allows the part-time Director of Contracts to be a permanent voting member of the Committee must be removed. With this option, no changes are needed to PM 16.00.

See the attached changes to PM 16.17 marked OPTION 2.

STAFF RECOMMENDATION: Concur

PROPOSED FINANCIAL IMPACT: NA

PROPOSED SOURCE OF FUNDING: NA

STRATEGIC PLAN REFERENCE:

POSSIBLE MOTION:

OPTION 1:

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 allow committee membership for the staff contracts administrator identified as Option 1 in the June 24, 2010 Board packet.

OPTION 2:

Move that the Board of Directors approve amendment to 16.17 Committee Charters: Solicitation and Contract Review Committee Charter to remove text allowing the part-time Director of Contracts to be a permanent voting member of the Solicitation and Contracts Review Committee identified as Option 2 in the June 24, 2010 Board packet.

PERSON RESPONSIBLE FOR FOLLOW-UP: General Manager