

**Executive Committee  
Minutes  
March 8, 2016**

Present were: L. Hebert, D. Strong, L. Hill-Eubanks, D. La Haye, B. Atwood, J. Potter, T. Ruth, B. Waninger, and L. Emery.

The meeting was called to order at 6:35 p.m. There was no one from the public present. An adjustment was made to the agenda to discuss the Amicus Brief at the Commission meeting following the Executive Committee meeting as noted on the Commission meeting agenda.

Discussion ensued on the use of non-competitive procurement for bookkeeping/finance manager services. B. Waninger summarized the hiring process conducted to date for the Finance and Office Manager position. It was noted that the pool of candidates for this type of position is small, that the hiring process takes two to three months to complete, and that CVRPC will be without bookkeeping services as of April 1. B. Waninger is asking that the non-competitive procurement procedures be used due to exigent circumstances. She has contacted several CPA firms that provide bookkeeping services, but two of them don't have time available and the third will get back with more specific information to review. L. Emery has said that she would work part time to help out in the interim if it was necessary. If the non-competitive procurement process were used, staff would contact additional firms to assess their interest in providing temporary services, if one or more are interested then develop a brief scope of work outlining the duties and expectations, solicit cost proposals, determine which is the best fit, and complete the contracting process prior to March 28. The Executive Committee would then need to affirm the contract at its April 4 meeting unless a special meeting was held. Meanwhile the process for hiring a permanent finance person would continue.

The estimated cost for 16 weeks of contracted bookkeeping/financial management services at 30 hours per week would be between \$27,000 and \$50,000 depending on the hourly rate, overhead, and profit charged. CVRPC's current personnel cost for 16 weeks of service at 30 hours per week is \$18,000 to \$34,000 (salary/benefits only and salary/benefits/overhead).

It was moved, seconded and unanimously approved to implement the "procurement by non-competitive proposals" provision of CVRPC's Procurement Policy to hire bookkeeping/financial management services through July 8, 2016 and have the Chair or Vice-Chair sign a contract for the services prior to the Executive Committee's April 4 meeting.

D. La Haye stated his interest in serving on the Nominating Committee and that he is also interested in continuing to serve on the Executive Committee. Two additional Commissioners are needed for the Nominating Committee. Volunteers/nominations will be sought at the Commission meeting this evening.

The meeting was adjourned at 6:50 p.m.