

MEETING MINUTES

Thursday, December 5, 2019 • 10:00 AM – 12:00 PM

WASHINGTON ASSOCIATION OF CONTRACTS SPECIALISTS

Facilitator: Missy Lipparelli, Director of Contracts and Procurement, DOH
missy.lipparelli@doh.wa.gov

Meeting started promptly at 10 am with welcome and introductions. There were 35 attendees and approximately 2 called into the meeting.

Opening Missy Lipparelli – welcome and introductions

- Legislative Review, Gabrielle Stilwater, DES
Gabrielle provided a list of pending legislation and provided some highlights on some bills that may affect contracting and procurement.
- Training Advisory Group (TAG), Sundae Delgado, DES
Sundae provided a short teaching regarding adult learning. To help people remember material learned in training, DES is sending emails with booster questions by email. These will take no more than 30 seconds and everyone who receives one is encouraged to try it. There will be additional training in the near future with regard to additional preferences that may be forthcoming as a result of upcoming legislation.
- One Washington, Brian Richardson, OFM OneWA
Brian provided a OneWA program update containing Executive Order 19-04, Modernization of State Administrative Business and Systems, signed by Governor Inslee October 30, 2019. The update contained a Modernization Roadmap, Functional roll-out (Scope), Agency Interface plan, and contact information for OneWA. The state is moving to cloud-based software and is bringing in experts to help with the procurement and organizational change management.
- WACS Page Update, Maddie Fiser, DES
Maddie has been working with DES IT to create the WACS page. She demonstrated how to reach it through the DES website. Everyone was very thankful that progress has been made. Thank you Maddie! Meeting agendas, meeting minutes, handouts, and bylaws are linked on the WACS webpage located on the DES website. The secretary can send out a link to the WACS page whenever the minutes and handouts are posted.
- Bylaws revision review, Jim Webster, SOS
Jim went over the revisions to the bylaws and provided opportunities for discussion. Per suggestions made, all instances of gender pronouns will be changed to neutral pronouns. There was discussion around what constitutes a quorum, but no motions were made to change the language. A suggestion was made to send the bylaws revisions out to the group for a vote. After discussion it was decided that the drafts had been sent out to everyone and no comments had been made. Additionally, this discussion has been ongoing since January. In the interest of starting the new year with a fresh slate, the attendees agreed to vote.

Jim Webster opened the vote, which was unanimous in favor of the revisions with changes as noted.
- Nomination & Vote: Chair, Vice Chair and Secretary, Howard Cos, DES
Howard opened the vote by explaining that there had been no nominations for officers, and so this vote was an affirmation of those that had volunteered.

Missy Lipparelli was selected as Chair upon unanimous vote of approval
Jim Webster was selected as Vice Chair upon unanimous vote of approval
Shannon Oien was selected as Secretary upon unanimous vote of approval

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➤ Facilitation Role & Sign Up, Shannon Oien, WSP

Shannon went over the Responsibilities of Officers and Facilitator. Revisions were made to add to the Chairperson the role of presiding at meetings; and to add to the Facilitator the roles of compiling the agenda, verifying the host site and technology required, and to provide agenda to Secretary for distribution. No one responded to a request for volunteers to facilitate future meetings.

➤ Missy Lipparelli led a discussion regarding potential topics at future meetings. The point was made that WACS is a safe place for the group to express their concerns and work together to resolve issues and improve processes for contracts and procurement in each of the agencies. The following topics were suggested:

- Generic solicitation templates
- Best Practices
- Lessons Learned
- Common Headaches
- Open Discussion
- Business Diversity Update
- Legislative Updates
- TAG Training Updates
- WEBS updates
- ECMS updates
- Procurement Strategists
- Diversity DES (Alaina McGrew)

Missy thanked everyone for coming and adjourned the meeting at approximately 12:00 pm.