

JOC Evaluation Committee

Date | time 3/19/2020 2:00 PM | *Call in number:* 1-800-786-1922, 7136398#

Location: 3701 96th St SW, Lakewood, WA (Noble Conference Room)

Meeting called by Linda Shilley
Type of meeting Monthly Committee
Facilitator Quinn Dolan
Note taker Samuel Strom

Voting Members:

✓ Quinn Dolan, ✓ Randy Horn, ✓ Aleanna Kondelis, Michael LaVielle, ✓ Brent LeVander, Eric Lindstrom, ✓ Gina Owens, Linda Shilley, ✓ Brian Thomas

Invitees:

Tollen Bramby, Garrett Buckingham, Debra Delzell, ✓ Michel Ligtenberg, Diana Peterson, Jena Richmond, Melissa Van Gorkom, Amanda Witt

Agenda Items

Topic	Presenter	Time allotted
✓ Welcome and Board Member Introduction	Quinn	5 Minutes
✓ Approve Agenda	Quinn	5 Minutes
✓ Meeting venues	Quinn	5 Minutes
✓ Data Collection Efforts update	Quinn & Brian	10 Minutes
✓ Best Practices Manual - Draft Outline Discussion	Quinn	30 Minutes
✓ General Items	All	20 Minutes
✓ Next Meeting	Quinn	5 Minutes

Notes

Welcome and Board Member Introduction

- A Quorum of the meeting was obtained

Approve Agenda

- Agenda was approved

Meeting venues – Skype?

- A motion to use Zoom, or other program. The motion was Seconded by Brian.

Data Collection Efforts update

- Intent to get report out in May to CPARB.
- 2017 Data is almost done.
- Amanda is working on the new worksheet for 2018.
- Quinn will send summary sheet of data collection to Aleanna.

Best Practices Manual - Draft Outline Discussion

- Brent remembers Tae-Hee putting together an outline of a Manual in the past. It was the framework only.
- August 2018 is the last time a best practices manual was talked about.
- Next month: Who would be best to lead on certain sections?
- Goal to have a draft by December.
- Next meeting: Discuss how detailed or simple the format should be based on target audience:
 1. Public agency that hasn't used JOC.
 2. Possible JOC Contractor – What to expect?

General Items – Members input

- Gina put an RFP out.
- Randy asked should we answer questions based on interpretation?
 - Aleanna said to direct them to CPARB.
 - Quinn stated that it would be good to add information that answers those questions to the Best Practice manual.
- No additional Items from the members.

Next Meeting

Thursday, April 16th