

COHBE Board Meeting Minutes

Teleconference only

March 16, 2012

7:30-7:45am

Board members present: Arnold Salazar, Steve ErkenBrack, Richard Betts, Sue Birch, Beth Soberg, Jim Riesberg, Gretchen Hammer, Nathan Wilkes

Staff present: Patty Fontneau, Jessica Dunbar

The board held an ad hoc teleconference meeting to approve the Statement of Work and Procurement Agreement for the Program Management Office for COHBE.

Gretchen Hammer reviewed the Procurement Policy and highlighted the board's responsibilities. The board had previously determined that the procurement was necessary and advisable and had previously approved the RFP approach.

Patty Fontneau then reviewed:

1. The RFP process
2. The type of procurement policy
3. An outline of the SOW that was posted online
4. Key aspects of the draft MSA that was posted prior to the meeting, outlining the segments still under negotiation
5. The total cost cap for the project without additional approval, \$350,000, which was within the framework of the level 1 grant budget.

Jim Riesberg clarified that insurance documents must be retained for 7 years. Patty Fontneau also confirmed that all contract language would be compliant with federal grant requirements.

Vote: The board unanimously approved the statement of work and procurement agreement with the clarification about insurance document retention added for the Program Management Office with six voting members present.

Adjourn: 7:45am