

Minutes from 10-26-11 Transition Committee Meeting

We received a Scope of Work document from Bob Prendergast which describes the work of the financial agent. That work is generally along the lines of a bookkeeper who also submits an end of the month report. We discussed the Collaborative's authority to hire a contractor. We discussed that the decision making ability of the new collaborative (authority) begins in January, 2012. We should plan well to create a smooth transition to guarantee seamless provision of services to Garfield County for GCE's core programs.

After discussion we resolved that:

1. The GCE Board should decide in December, 2011 whether to contract with a contractor for services on a sole source basis, or issue an RFP for programming. (I later asked Jim Neu whether there were any requirements that GCE perform an RFP. After researching the question he confirmed that there is not. RFPs are required by state statute when there is more than \$5000 to be let in construction contracts, and also when there is a procurement code, which we do not have.
2. The Board should also decide in December, 2011 who will perform financial management. Candidates are one of the larger municipalities or a private CPA.
3. The Transition Committee will have By-Laws proposed for adoption at the January, 2012 meeting. Judi Hayward and Tom Baker are working on these.
4. Once the Board has selected a programming contractor and a financial manager, the GCE Board can begin setting programming priorities and goals in January, 2012.
5. Programming goals are best organized using the outline of core services provided by CLEER. These are paid for by existing grant monies and member contributions from the municipalities, County, and other members. If the goal is uninterrupted provision of these services, then there should be a plan to provide that. The core services are: (a) Navigator energy management services including keeping data up to date, generate ongoing savings, facilitating public kiosks; (b) GCE website including rebate opportunities, pertinent forms, one stop center for information, training opportunities; (c) CNG collaborative transportation facilitation funded by Garfield County; and (d) support for the GCE Board, to include meeting materials, presentations, packets, events, publicity, outreach, media, communication and coordination, responding to requests for information, and application for additional grants. We should also refer to the six program areas from the DOLA/GEO grant as a template for future programming goals.
6. We will have a clear budget available in January 2012 based on the budget figures being contributed from each member partner, grant monies, and other contributions.
7. One member entity must be the lead applicant for CIRSA insurance.
8. The Board should consider a retreat in the early part of 2012 to set goals.