

Policy & Procedures Committee Minutes

Wednesday, April 6, 1 p.m. to 2 p.m. | Zoom Meeting

Members: Jessica Epley, Melanie Lewis, Alba Vogland, Sean Tarter, Kevin Hennessy, and Kitty O'Keefe

Guests: none

1. Announcements and Introductions

- a. Jessica called the meeting to order at 1 p.m. and introductions were made.
- b. Motion was made by Melanie and 2nd by Alba to approve the minutes from 3.7.22 and 3.16.22. Kitty to post on website.

2. New Business

- a. Review Chapter 4 and 5
 - i. See attachments #1 and #2 for reference of discussion.
 - ii. Discussion on RFP vs Competitive Bid Process occurred.
 - iii. What is the States policy? Is there a threshold? Is it 50K?
 - iv. Josh needs to investigate this and report back.
www.oregon.gov/das/procurement/pages/index.aspx
 - v. Kevin asked if the P&P manual states where the Call Center is located? It's stated in the Bylaws: Article 1 - OFFICES
 - vi. Jessica took over the screen to make edits as members went line by line
 - vii. What is the ED approved for? 5k or 10k? Kitty will investigate board resolutions and report back to Jessica.
 - viii. Jessica asked members, what do we call the Call Center? She noted 'need a common naming convention. Found under section 5.2.
 - ix. Jessica noted under 5.2 the Secretary my opt to assign this task to staff. She will bring this up for updates to Bylaws.
 - x. Redlines completed.
- b. Discuss next steps for all board approved items, formalize our process.
 - i. Jessica shared using a single subject document.
 - ii. Melanie asked if we could create a document with what has been approved.
 - iii. Kitty shared the Board Resolutions doc is a living document; updated quarterly and posted under board only docs on OUNC website.
- c. Discuss new policy on reserve amount - TABLED
- d. Discuss audit/financial review - TABLED

3. Old Business

- a. Discuss section 3.4.2 – 2nd paragraph
 - i. Melanie suggested to remove 'Treasurer to assign, with 'an account code will be assigned before an invoice is processed.

4. For the Good of the Order

5. Next Meetings

- a. Proposed, tentative dates
 - i. April 20, 2022 – discuss chapter 6
 - ii. May 31, 2022 – discuss Bylaws
 - iii. June 28, 2022 – discuss Employee Manual.

6. For the Good of the Order

Meeting adjourned at 2 p.m. Minutes submitted by Kitty O'Keefe 4.7.22

4. PROCUREMENT POLICIES

4.1. Contracts for Service:

Contracts for services over \$50,000 will be competitively bid through the Request for Proposal (RFP) process. All contracts for services in excess of (\$x,xxx) will be competitively bid. The competitive requirement is satisfied by soliciting proposals from at least three bidders with and deviations documented on a case-by-case basis. A cost, value and quality analysis shall be documented before awarding general contracts. Oregon Utility Notification Center will enter a contract with the winning bidder that specifies the services to be completed.

Per ORS 279A.025(3)(j) the Oregon Utility Notification Center is among the agencies exempted from following the Public Contracting Code.

Awards may be made to the vendor whose bid or offer is responsive to the solicitation and is most advantageous to the Oregon Utility Notification Center and its stakeholders, considering cost, value, and quality. Oregon Utility Notification Center reserves the right to reject all bids or offers.

The Oregon Utility Notification Center Board of Directors must approve any contract in excess of \$10,000 before it is executed for the service.

A file shall be kept with a copy of the request for proposal or any competitively bid service, a list of individuals/organizations solicited for bids, and a bid sheet that lists the bids received by individual/organizations and their respective bid proposal. In all instances in which the lowest bid is not awarded the contract, justification documentation, such as a memo outlining the selection criteria, shall be placed in the file.

4.2. Compliance:

Commented [EJ1]: Will review once the state procurement policy is reviewed.

Commented [EJ2R1]: <https://www.oregon.gov/das/Procurement/Pages/Index.aspx>

Commented [EJ3]: Currently the ED credit card authority is set at \$5,000.

In all instances, Oregon Utility Notification Center Staff and Board of Directors will comply with all applicable federal, state and local laws relating to contracts and procurement. Oregon Utility Notification Center will rely upon the Oregon Department of Justice for review and advice.

5. RECORDS MANAGEMENT POLICY

5.1. Records Management Policy:

To ensure that all programs operated by Oregon Utility Notification Center are properly managed and reported on, Oregon Utility Notification Center will establish and monitor a comprehensive record management policy adhering to Oregon Administrative Rule Division 350 (166-350-0005 through 166-350-0010).

5.2. Oregon Utility Notification Center Mail:

Oregon Utility Notification Center will use the physical address of the one call contractor for mail. If an item is urgent or not able to be forwarded, Staff or designated Oregon Utility Notification Center Board member should immediately be notified by the one call contractor staff so they can arrange a pickup or alternate means of delivery. Urgent tax, banking or legal matters should be scanned and sent via electronic mail when practicable, followed by a phone call to verify receipt. This policy will be posted at the front desk of the one call contractor Oregon Utility Notification Center Board of Directors Resolutions:

In accordance with bylaws article 2 section 3, the Secretary's other duties shall include updating Oregon Utility Notification Center Board resolutions to be held electronically and password-protected on the secure Oregon Utility Notification Center Board of Directors website and/or a secure cloud-based network location. The Secretary may opt to assign this task to staff.

Commented [EJ4]: Need a common naming convention

5.3. Public Records Request:

All public records requests will be granted in accordance with Oregon state law (specifically ORS Chapter 192). Public records may be requested through a written or emailed submission to the Oregon Utility Notification Center Board of Directors. If applicable, fees associated with the retrieval of public records will be in accordance with Department of Administrative Services Policy 107-001-030.

Either form of Public Records Requests shall include:

the Requestor's Contact Information

- name,
- email address,
- phone number,
- mailing address

specific request information

- dates,
- specific subject matter,
- persons associated with the matter,
- and key words,

Mail written Public Records Requests to:

- Oregon Utilities Notification Center PRR
- 305 N.E. 102nd Avenue, Suite 300
- Portland, OR 97220

Email Public Records Requests to info@digsafelyoregon.com.

Requests will be forwarded to the Executive Director or Board Chair for response.

5.3.1 While unlikely, employees may be required to turn their computer equipment and/or mobile device(s) over in the case of a specific public

records request or certain legal matters. The employee agrees to make their equipment available if such a request arises.

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Per ORS 279A.025(3)(j) the Oregon Utility Notification Center is among the agencies exempted from following the Public Contracting Code. Besides the call center contract, Oregon Utility Notification Center, Acquisition Policy for Goods and Services;

The Board of Directors will conduct all procurement transactions in a manner that maximizes free and open competition. Awards may be made to the vendor whose bid or offer is responsive to the solicitation and is most advantageous to the Oregon Utility Notification Center, and its stakeholders, considering cost, value and quality. Oregon Utility Notification Center reserves the right to reject any and all bids or offers.

Oregon Utility Notification Center may select from numerous methods of procurement, depending on the amount of the purchase and other considerations. A majority of the board or committee must accept the bid via formal vote before a contract is executed for the service.

A file shall be kept with a copy of the request for proposal or any competitively bid service, a list of individuals/organizations solicited for bids, and a bid sheet that lists the bids received by

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(for reference only)
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