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**Center for Job Order Contracting Excellence
Quarterly Meeting
Washington, DC
August 13, 2009**

Attendees:

Bob Gair
Paul Schreyer
Brian Burden

On Conference Line:

Greg Smith
Rick Farrag
Allen Henderson
Ron Ecker
Charlie Bowers
Clint Owings
Lisa Cooley

Call to order by Bob Gair at 10:13 AM, second by Greg Smith.
Minutes for the July 13, 2009 Conference Call were accepted.

Committee activities:

Financial: Clint reported a balance of \$23,922.37. He noted that there was one income item of \$575. that needed to be identified, and four expense items that did not have attribution. Bob said that he would check his records and get back with Clint feeling that he could identify all but the smallest expense amount of \$92.57. Clint noted that the bi-laws on the web site were not current as well as the membership list. We will ask Dave to look into these issues and update the web site. He also noted that there still seems to be confusion regarding the timeliness of receiving bank statements; electronic deliver would solve this issue.

- Education: Bob asked Greg Smith if he wanted to proceed with the Austin COAA Conference in November. Greg said he did and would pay the base fee for the booth space; CJEC would contract the booth, provide materials and pay for shipping and booth setup fees, i.e., carpet, chairs, electrical. Charlie Bowers and Barbara Hummell, City of Phoenix will be speaking at two APWA Conferences, Phoenix, AZ in August and

Columbus, OH in October. Charlie anticipates up-to six hundred attendees at each of these conferences; what a great opportunity for JOC and CJE. Greg raised the issue regarding the past annual conference that CJE used to hold. Ron stated that it had been tabled for the time being as the conference was primarily attended by member employees, and we were not drawing a new audience. Thus, we started an out reach by speaking and doing a conference booth at NASFA, SAME and COAA.

- Membership: Bob noted that Dave did a recent promotional mailing to all schools of construction.
- Election: We had some discussion regarding terms of the current officers, and the number of at-large members. Dave was not on the call; we look for a definitive statement from him regarding the elections at the next conference call.
- Legislative: Bob asked if anyone was aware of States beginning legislative processes on JOC, as new legislation has been quiet for the last three years. As has been noted the only legislation recently has been to amend laws that are on the books. The one comment came from Bob that Massachusetts had begun the legislative process, and he heard that the Iowa legislature was negative toward JOC, but did not have specifics. Ron said he had contacts in Iowa that might provide more definitive information.
- Secretary: Carol was not available for the call, therefore no report.
- Regional Chapters:
 - The Mid-Atlantic Chapter held their third meeting on July 15 at George Mason University. Rick reported that KBR and Centennial had sponsored the first two meetings. This prompted a discussion regarding Regional Chapter dues. We chose a committee of Allen, Chairing with Charlie, Lisa, and Ron to review and report their analysis and recommendation at the November Quarterly meeting
 - Allen Henderson and Carol Greb held a second chapter planning meeting on July 17th. Discussion among the attendees felt it was time to move forward and set a meeting date, time, and location and get this moving forward within the next two months. Bob will do a reach out to members in Texas to facilitate a meeting.
 - Charlie reported that there is good interest in AZ for a Chapter; it's a matter of timing. He is planning to set up a social event by the end of the year as an introductory kick-off.

Old business:

- NASFA Q&A Lisa led us through a discussion and vote on the final three edit recommendations to the NASFA Q&A document. With these issues resolved Lisa can proceed to issue the document to NASFA.

The questions and results of the board approval/disapproval follow:

1. What are the different types of Unit Price Books? Are there electronic versions. Edit recommendation by Robert Coffey was accepted.
2. How often is a typical UPB updated to reflect market conditions? How does the frequency and type of updates impact the coefficient? Edit recommendation by Robert Coffey was accepted.
3. Should CJE member's names, in this case the providers of cost books, The Gordian Group and RS Means be used. Edit recommendation by Robert Coffey was refused...generic wording was selected.

New Business:

Greg began a discussion on the development of a "Code of Conduct" for JOC members, specifically define behaviors which preserve and promote the best value nature of Job Order Contracting. One specific item on this issue would be to see owner members reject the notion that Job Order Contractors be competed amongst each other on a job order by job order basis, and foresee that JOC contractors decline to bid against each other if the owner has started with one job order contractor, unless they have formally rejected the other contractor. Greg felt that it was important to stand firm on the value and integrity of what JOC stands for, even if it meant passing on some business opportunities. Ron questioned how this could be enforced, but thought something could work if it was defined around professional integrity. Charlie suggested that this could be more effective if we defined the issues as 'Best Practices' rather than a code; such a document would have a better chance of success. Greg made a motion that was seconded by Allen to form a committee that would identify the components for JOC stakeholders to follow. Greg will chair the committee with Allen and Charlie as members.

Greg suggested that we convene a UPB committee to serve two purposes: (1) serve as a clearinghouse for unit price book discrepancies and liaison with the UPB developer to see they are corrected. (2) assist owners & developers in improving the overall quality & accuracy of unit price books. Paul Schreyer of the Gordian Group said that his firm receives daily information from their clients that helps them maintain the quality and integrity of their book. Bob followed with comments that mirrored what Paul stated, that Means clients continually provide feedback that is a valued asset to insure the quality of their price book. There was no consensus that this issue should be a CJE matter, and discussion was closed.

Bob decided to table the discussion on legislative action due to time and the fact that Dave and Ken Jayne, who have led a number of legislative discussion, were not on the call. The discussion will center on CJE starting to plan an approach to legislation in a pro-active rather than a re-active manner. We agree, particularly in light of the two incidences that occurred in TX and AZ this year. This topic will be on the agenda for the September 14 conference call.

Trade Shows & Dates:

- SAME May 12-14
- NASFA June 14-16
- COAA November 18-20

Motion to adjourn by Greg Smith, was second by Clint. Meeting adjourned at 12:42 PM

Next Meeting is September 14 at 1:00 PM EST.