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Action

Executive Committee

Review and Discussion of Changes to the Commission Policy Manual

Executive Summary: The Executive Committee will review and discuss proposed revisions to the Commission's Policy Manual.

Recommended Action: That the Executive Committee recommend the adoption of the proposed revision previously discussed and on which it reached agreement.

Presenter: Mary Armstrong, General Counsel

Strategic Plan Goal: 2

Continue to refine the coordination between Commissioners and staff in carrying out the Commission's duties, roles and responsibilities.

- ◆ Continuously improve the development, distribution and dissemination of agenda and information to the Commission.

Review and Discussion of Changes to the Commission Policy Manual

Introduction

The Executive Committee will continue its review of the Commission's Policy Manual. The Committee will take action to recommend adoption of necessary revisions to current section §610 covering the contract authority of the Executive Director.

Background

The Commission's Policy Manual sets forth the rules governing the conduct of the Commission's business (§101). The Executive Committee is charged with the responsibility of periodically reviewing the provisions of the Policy Manual and determining the need for revision and repeal or adoption. The last revisions to the Policy Manual occurred in January 2004. In the interim, the conduct of the Commission's business has undergone change as a result of the efficiencies adopted by the Commission in 2005 as well as a change in the membership of the Commission. As a result, at the July/August 2006 meeting of the Executive Committee, a working group was formed to review the current provisions of the Policy Manual and suggest proposed amendments. Discussion of the proposed revisions began at the November/December 2006 Executive Committee meeting. At the February 2007 meeting, the Executive Committee took action to recommend adoption of several revisions to the following sections of the Policy Manual: §§215, 216, 217, 219, 230, 231, 244, 301, 320, 420, 422, 440, 490 and 503. At the March 2007 meeting the Executive Committee discussed proposed revisions to the Policy Manual and recommended adoption of a new §610 and revisions to §§310, 402, 405, 406, 407, 410, 411 and §§530-532. In April the Committee adopted revisions to §310, a new §320 and revisions to §321. In June the Committee adopted a new §231 specifying how to determine a quorum. The Committee also directed staff to revise §610 covering the contract authority of the Executive Director.

Action Item

At the June 2007 meeting the Committee discussed whether to recommend revisions to current §610 of the Policy Manual delegating certain contract authority to the Executive Director.

Currently §610 provides as follows:

§610. CONTRACT AUTHORITY

- (a) The Commission reserves to itself the authority to authorize the Executive Director to approve contracts and agreements for goods or services with a value in excess of \$100,000 except that Commission approval is not

required when such contracts or agreements are let under the auspices of a state master agreement, by regulation or pursuant to an interjurisdictional exchange of personnel under the visiting educator program.

- (b) Authority of the Executive Director. Contracts and agreements other than those specified in Subsection (a) may legally be entered into by the Executive Director or his or her designee.

The Committee discussed increasing the \$100,000 limit to reflect price increases since the time of the last increase in order to allow more flexibility to the contracting process. The \$100,000 limitation has not been increased in over ten years. The Committee also discussed modifying the current delegation authority to allow delegation to the Executive Director of agreements providing pass through grant money for programs such as the Paraprofessional Teacher Training and Alternative Certification - Intern programs. Staff was directed to return in August 2007 with revisions in accordance with the Committee's direction.

§610. CONTRACT AUTHORITY

- (a) The Commission reserves to itself the authority to authorize the Executive Director to approve contracts and agreements for goods or services with a value in excess of ~~\$100,000~~ \$150,000 except that Commission approval is not required for the following notwithstanding the fact that the agreement or contract total may exceed \$150,000:

Contracts or agreements let under the auspices of a state master agreement, strategic sourcing or by regulation or pursuant to an interjurisdictional exchange of personnel under the visiting educator program.

Contracts or agreements to grant money to fund a state funded program, provided that the Executive Director report at least once each year on all grants provided pursuant to such programs.

- (b) Authority of the Executive Director. Contracts and agreements other than those specified in Subsection (a) may legally be entered into by the Executive Director or his or her designee.

Staff Recommendation

Staff recommends that the Committee adopt the revised §610 which increases the Executive Director's contract delegation authority to \$150,000 and delegates authority to sign all contracts and agreements granting money to fund state funded programs provided that the Executive Director report on all such grants at least once a year.