

**WSDOT/ACEC Washington
Business Administration Subcommittee Meeting Minutes**

Date & Time: August 4, 2009, 2:00 pm – 3:30pm

Location: Capital Professional Center – Lacey, WA

Attendees: Steve McKerney, Marilyn Bowman, Martha Roach, Jeri Sivertson, Jeannie Brozik, Santosh Kuruvilla

Absent: Laura Skillings, Michael Richards

The following topics and items were discussed at the meeting:

1. There was general discussion relating to the scope and format of the questionnaire/survey tool. Participants brainstormed and developed a general questionnaire/survey tool with sample questions that would be distributed to ACEC firms. See Final Draft version below.
2. Survey would be conducted in the last 2 to 3 weeks in August 2009, and results would be compiled for review prior to next meeting.

The Final Draft version of the questionnaire/survey tool that was developed and distributed to ACEC firms was the following:

**WSDOT/ACEC Washington
Business Administration Subcommittee Questionnaire**

ACEC in conjunction with WSDOT has established a Business Administration Subcommittee to share emerging information, changes in regulations and Department policy, and to discuss significant business process issues. This confidential questionnaire is being sent to identify business process issues for the Subcommittee to consider in its plans to share information, and make or recommend improvements.

1. From the following list, what improvements to WSDOT's business administration process would help you most in working with WSDOT? Please list specifics as appropriate:
 - a. Contract Management _____
 - b. Procurement Process _____
 - c. Audit Process _____
 - d. Accounting Process _____
2. Would you like more information on WSDOT Internal Audit Procedures in one or more of the following areas to enable you to work more effectively with WSDOT?
 - Agreement Audits _____
 - Overhead Audits _____

- Overhead Desk Reviews _____

3. Please list specific areas of how WSDOT is interpreting Federal Acquisition Regulations (FARS) in the administration of Consulting Agreements that you would like more information on?

4. In order to work more effectively with WSDOT, would it be useful to you for WSDOT to provide Best Practices in Contract Management and information on preparing for a WSDOT Audit (i.e. timekeeping, record keeping, uncompensated overtime)? Please list specifics as appropriate:

5. How would you like the information (for Questions 2, 3, and 4 above) to be presented to you:

- One on one Sessions _____
- Training or Workshop Sessions _____
- Utilizing the Web _____
- Other formats _____

6. Please elaborate if there are other issues the WSDOT/ACEC Business Administration Subcommittee can address:
