

Minutes

Enterprise Asset Management

Customer Utility Board



Members:

Marc Williams – Chair
DOJ

Ryan Vogt– Vice-Chair
DHS

Gene Bentley
Real Estate

David Moon
Judicial

Fabiola Flores
Secretary of State

Christian Grorud
OSMB

Jason Barber
Agriculture

Teddy Leland
DLCD

Lori LeVeaux
ODFW

Virginia Carey
ODOT

Rick Willis
State Police

DAS Support Staff

Barry Pack
Deputy Director

Brian King
EAM Interim Administrator

Janet Savarro
DBS Administrator

John Fox
EAM Analyst

Debby Dyer
Administrative Support

Meeting Date: November 10, 2015

Time: 1:00-3:00 p.m.

Location: Somerville Building | 775 Court St. NE

Attendees: Marc Williams, Ryan Vogt, Gene Bentley, David Moon, Lori LeVeaux, Teddy Leland, Jason Barber, Chris Grorud, Fabiola Flores, **DAS Support:** Barry Pack, Brian King, Janet Savarro, John Fox, Debby Dyer

Guests: Shannon Ryan, Barry Jones, Jeremy Miller, Bob Repine (for Virginia Carey via teleconference)

SABR Coordinators: Amber Taylor

Absent: Rick Willis

TOPIC	PRESENTER
Welcome	
<p>Minutes review. Approved with one edit</p> <p>Action Items review:</p> <p>ACTION ITEM: Ty to add “70% outside vendors/30% inside” to the comments section for this measure.- Completed</p> <p>ACTION ITEM: Brian will do more research on #4 – seasonal vehicle request and confirmation- and report back to the CUB. - Completed</p>	Marc Williams
Rate Methodology	
<ul style="list-style-type: none"> Real Estate <p>Handout for context – Land Sales projects worked back to 2009, what the projects are and the nature of the project. On the back of the page, who the project was for and who it benefits.</p> <p>Q. How to tell what percentage of total needs are coming from assessment and how much is fee for service.</p> <p>A. 65% fee for service and 35% assessment</p> <p>Action Item: John will send summary to members.</p> <p>Handout-services assessment allocation discussion.</p> <p>Topic 1: things we do regularly, plus whatever calls or emails we receive in a given day.</p> <p>Point is that it’s a very ambiguous base, in terms of work origination. We never know what instructions are going to come out of the Legislature. A very typical scenario is that we do work, as directed, and don’t recover any money for it.</p> <p>Q. The SLA spells out the topics on the handout?</p> <p>A. Yes</p> <p>Question for Barry: Is there conversation around having the state architect as part of CFO instead of EAM?</p> <p>Barry: When Clyde came over, he took 45 days to access the organization. One of the questions is, should the state architect stay separate from real estate services. The Chief Financial Office is the place we’re doing long range financial planning for the state, a big piece of which is our assets. George has a strong argument that they should remain</p>	Shannon Ryan John Fox

<p>separate. They will remain separate.</p> <p><u>Lori:</u> Based on your list of projects, there's a strong argument for the piece - assessment versus fee for service. How will this affect my agency? Should it be based on FTE, is the amount that we would be paying a lot more than the services we receive or would it be about the same for the good of all state agencies?</p> <p><u>Shannon:</u> I like the equitable charge across the board.</p> <p><u>John:</u> Budget is about 1.6 million.</p> <p><u>Ryan:</u> If you go to the flat fee, you would want to set the FTE amount high enough to not disproportionately affect boards and commissions.</p> <p><u>Marc:</u> Logically, we're looking at a tiered allocation.</p> <p><u>Barry:</u> When we took these rates to our LFO analyst, he really looked for the nexus between the service that was funded and the way the dollars were allocated. The only other thing you might consider is doing a charge to everybody, a nominal "pay to play", but still paying because they're part of the state.</p> <p><u>Shannon:</u> Part of the rub is that we can't predict what will come our way.</p> <p><u>Rate Discussion:</u> How could we change the model to benefit real estate?</p> <p>Action Item: John and Shannon agreed to bring a revised rate model scenario to a future meeting.</p> <p>Optimally, we want to build a rate that reflects the Legislative mandates.</p>	
Leadership Discussion	
<ul style="list-style-type: none"> Both Marc and Ryan have been in the chair roles for 3 ½ years, and would like to give other members an opportunity for leadership. Barry indicated that we may need to go out and recruit for the positions if none of the members are interested. Contact Barry if interested, and Marc or Ryan with questions. 	Marc Williams
Uniform Rent Update	
<ul style="list-style-type: none"> 13-15 Additional projects from uniform rent (\$894,000) by not lowering the rate. 15-17 Projects being done now will be reported on in future meetings. 17-19 Additional projects from uniform rent (\$3.6 million) if the rate remains the same. <p>Proposal is to use this money to do deferred maintenance. Comments about projects – Have a few more pole lights to get to, and then will have replaced 100% of outside lighting and parking structure lighting.</p> <p>Interior/Exterior projects – One of the projects is the need to do some major upgrades for water savings in restrooms. There are some big projects coming, so how do we balance all the projects we have with some of the large renovations coming. Need to keep investigating and discussing ways to manage those.</p>	Jeremy Miller Barry Jones
Other Updates	
<ul style="list-style-type: none"> Improving Government – <ol style="list-style-type: none"> This morning the committee approved a charter for the workspace utilization effort. They are trying to attract 	Barry Pack

- the next generation of employees. That project will go to ELT. We have 4 or 5 agencies who volunteered
2. The committee is also working to set some parameters around shared services.
 3. E-procurement – This effort is a good example of enterprise collaboration.
- Recruitment for EAM administrator is out now. Would like some of the CUB members to be on the interview panel.

Action Item Summary:

Action Item #1: John to send summary to members of 65% fee for service - 35% assessment.

Action Item #2: John and Shannon agreed to bring a revised model scenario to a future meeting.

Next meeting:

December 10, 2015

1:30-3:30 p.m.

Somerville Building

775 Court St. NE

Salem, Oregon 97301