

## South Bay Cities Council of Governments

January 28, 2016

TO: SBCCOG Board of Directors

FROM: Steering Committee

RE: Time Critical Actions of Steering Committee since last Board meeting

The Steering Committee has been delegated the authority by the Board of Directors to take action on any time critical issues that require it in those months that the Board of Directors does not meet.

In December the Steering Committee took the following action:

- Appointed Britt Huff as Chair of the Senior Services Working Group
- Authorized the SBCCOG Executive Director to issue a task order soliciting for proposals to qualified firms on the SBHP Technical Services Bench for an introductory SBHP project management course and an SBHP Orientation Workshop for elected officials consistent with topics as described in Exhibit A.
- Requested that the Infrastructure Working Group discuss the potential for the SBCCOG to work with a current PMP course provider to co-sponsor a course customized specifically to the SBHP program and its projects and seek to obtain a discount for SBCCOG Measure R agency participation.
- Approved contracts to be executed for the services and equipment to upgrade and enhance the SBCCOG IT operations for annual cost not to exceed \$50,000 and one time costs not to exceed \$16,500 through the services and equipment provided by: Computer Solutions Group (CSG); TelePacific; and Civic Resource Group.
- Began process for management staffing services renewal, which is expiring in June 2016.

In January the Steering Committee took action to approve two time critical contracts:

- Memorandum of Understanding with Runyon Saltzman Einhorn, Inc. for SBCCOG's acceptance of a \$58,100 to provide marketing and outreach through SBESC as an Energy Upgrade California Community Outreach Ambassador.
- Contract with Civic Resources Group for IT services as authorized in December.

More information on each of these actions is available on request.

### RECOMMENDATION

Receive and file