

**St Thomas More University Parish  
Parish Council Minutes  
1 October 2009**

Members Present: Father Ray Ackerman, Charlie Kenney, R.C. Davis, Carol Hoffman, Sam Snow, Bill Huntington, Eric Anderson, Ben Ballard, and Sims Beeler

Members Absent: Jennifer Grover

Guests Present: Christy Meiser

**Opening**

1. Meeting began at 7:09 pm with prayer followed by reading and discussion of the Gospel for the 27th Sunday in Ordinary Time, Cycle B.
2. The 3 September 2009 minutes were approved.
3. Charlie reviewed meeting agenda.

**Pastor's Report**

1. Fr. Ackerman deferred his report in order to move on to the other business.

**Constitution**

1. Three proposed amendments to the Constitution of the Parish Council were read and approved. They are as follows:
  - a. Art. III, Sect 1, c) to be modified from: "Permanent Deacons assigned to the Parish (if any)." to "Permanent Deacons, if so assigned by the Pastor."
  - b. Art. V to be modified from: "The Pastor or the rest of the Executive Council may call extraordinary meetings of the Parish Council, provided all members are given at least three days notice." to "The Pastor or, upon unanimous agreement, the rest of the Executive Council may call extraordinary meetings of the Parish Council, provided all members are given at least three days notice."
  - c. Art. VII, Sect 6 (new Section): "In the event that the Pastor becomes incapacitated or cannot communicate with the Parish for an extended or possibly indefinite period, the Parish Council will contact the Archdiocese for guidance and will attempt to provide temporary leadership for the Parish until it receives further instructions from the Archdiocese."

**Budget Report**

1. Christy Meiser reviewed the Parish '09-'10 Budget. The Budget anticipates a net income of \$73461.68 for the year.
2. Bill Huntington commended Christy for the hard work she put into the creation of the Budget.

**Business and Planning Committee Report**

1. RC Davis presented modifications to the Contracting Procedure. Modifications were approved with the addition of an increase of in the Small Purchase maximum from \$1000 to \$3000 (see copy of approved version of Contracting Procedures appended to the end of the Minutes).
2. Christy reported on the status of various projects:

- a. Don's Mobile Lock has ordered the facility replacement locks. The locks should be available for installation in a couple of weeks.
  - b. Christy received three bids to replace or repair the sprinkler system (low bid = \$5814; high bid = \$14,200). However the difference in the bid amounts has her confused as to whether the submitter of the lowest bid understands the full extent of the work that needs to be done. Parish Council approved the lowest bid contingent upon Christy's satisfaction that the contractor will perform a complete repair.
  - c. Painting of the Grey House has been postponed.
3. Fr. Ackerman reported on the following Personnel issues:
- a. Regarding a Campus Ministry assistant, Fr. is still in the process of discerning the issue.
  - b. Fr. is still in talks with Michelle Breedlove regarding her requested raise.

### **Organized Participation Committee Report**

- 1. Charlie briefly reported on an OPC meeting held on 10 September 2009.

### **Closing**

- 1. Meeting closed with prayer at 8:35 p.m.
- 2. Next meeting scheduled for 5 November 2009 at 7:00 p.m.

### **Appendix:**

#### **Revised Standard, Small Purchase, Emergency, and Dire Emergency Contracting Process**

**1. Normal Procedure for Substantial Purchase at STM:** The normal procedure for a substantial purchase at Saint Thomas More, as laid out by the "Proposal for a Standard Contracting Process" (2008), says that a Using Department works with the pastor to determine purchases ("needs") in the parish and that the prioritizing of needs happens at the Parish Council. In current practice, the STM Business Manager (a position that didn't exist when the original "Contracting Process" was written) often acts as the Using Department and, with the Pastor's approval, brings a need to the Parish Council. The Parish Council then considers the need and proposed solutions and prioritizes the project and a solution to address this need.

In anticipation of Finance Council consideration, the Parish Council will appoint a Project Manager to bring in three bids for the proposed solution. Needs with a high priority ranking from the Parish Council are then submitted with bids to the Finance Council for possible funding. Once the Finance Council approves one of the bids, the Project Manager takes over the implementation of the project.

**2. Small Purchases:** The Pastor and Business Manager should proceed with purchases that are \$3000 or under without *necessarily* consulting the Parish Council and Finance Council ahead of time. However, if they so wish to bring expenditures below \$3000 to the Parish Council and Finance Council for helpful consultation and ideas, this procedure should be an option as well.

**3. Expedited Procedure for Emergencies:** If the purchase or repair exceeds \$3000 but is deemed urgent or an emergency by the pastor, and the purchase or repair has the Pastor's support, the Business Manager should send an email to the Parish Council and the Finance Council explaining (1) the need for the expenditure (e.g., the sprinkler system is broken, etc.), (2) the alternative approaches to resolving the problem (e.g., fix just the electronics; fix the electronics and replace broken heads; replace the existing system; replace and expand the existing system, etc.), and (3) explain why one option should be chosen over the others, how she chose that option, and how she would like to proceed. (4) The Business Manager should also give a cost estimate for the main alternative solutions and three actual bids for the solution she is advancing.

The Parish Council and Finance Council should then consider such requests, possibly asking further questions over email, phone, or in person. If a majority of available PC and FC members supports the expenditure of funds, that judgment will be rendered by PC or FC members via email or other means without having a meeting. The two Councils should render this judgment to the Business Manager within 48 hours or less.

**4. Procedure for Dire Emergencies Requiring Expenditures over \$3000:** When there is a dire emergency in the Parish and physical repairs or other services are needed to protect people and property from imminent or extreme danger, the Pastor, Business Manager, and other responsible figures in the Parish should act forthrightly to resolve the problem. They should subsequently report to the Parish Council and Finance Council what problem they encountered and what expenditures were incurred in responding to the problem

## **STANDARD CONTRACTING PROCESS**

### **FINANCE AND INTERNAL APPROVAL PHASE**

1. The Using Dept. (Property Board-PB, Pastor) determines needs.
2. PB meets with Parish Council (PC) to prioritize needs.
3. PB meets with Finance Committee (FC) to arrange funding of top priority need(s) (Steps 2 & 3 can be handled at one meeting.)
4. The contract (K) financing approval should include a reserve for possible changes and contingencies (usually 10 %) as well as any required maintenance in future budget years.

### **BIDDING AND EVALUATION PHASE**

1. PB (or consultant if applicable) develops specs for bidding including a base bid requirement and any possible adds (stepladder) or deducts as applicable in accordance with the amount of available funds. Sends copy of bid to FC for their information.
2. PB reviews bids and bidder qualifications to determine responsiveness to specs and bidder qualifications and proven past performance to accomplish the project within the required time schedule. After the PB selects the best bidder (not necessarily the lowest bid) the project proceeds to the contract phase.

### **CONTRACT PHASE**

1. Prior to the award of the K a Contract Approval Document should be completed which contains the following provisions.

2. Incorporates the Bid and the successful bidder's Response ensuring that the response is clearly in accordance with the bid OR that acceptable adjustments are documented as "agreed to."
3. Provides for Contractor completion schedule including start and completion dates based upon the K award date as well as a statement of what constitutes acceptance and completion of the contractor's work.
4. Provides for Contractor payment schedule, including dates and percentage of overall cost to be paid.
5. Provides for Owner (STM) responsibilities in making facilities available during the work schedule with no obstructions.
6. Designates the authorized persons for the Contractor and the Owner who are authorized to resolve issues and problems which may occur during work or phase completion approvals. Who is the STM Contract Administrator for this contract?
7. Provides for testing (if applicable) and inspections as well as a provision to hold back funds (usually 10%) if the work is substantially complete but there are items which require rework (punch list) or completion.
8. Provides for any inspection requirements by the City of Norman.
9. The Contract Approval Document is then signed by the Pastor or designated STM person and the Contractor's designated person.
10. Copies of the document should then be distributed to all persons who will be impacted by the contractor's work.

Note. The above check list is a standard process for contractor work that is reasonably complex (e.g., above \$10,000) and some of the steps would not be applicable to every contract. However, it is useful to view the process in terms of "what are the things that could possibly go wrong?" and attempt to prevent "these things" from occurring by calling attention to their possibility in the contract award or other document so that all will be on guard against them.