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## Interagency Contracts Coordinating Team (ICCT)

### Meeting Minutes

January 13, 2004

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Attending: Laura Nelson (OFM), Susan Johnsen (OFM), Anne Holm (SAO), Melanie Buechel (OSPI), Kathleen Carney (CTED), Sheila Anderson (DSHS), Bill Ireland (L&I), Susan DeBlasio (DOH), Jim Matthews (DOH), Liz Mettler (CTED), John Nispel (DOC).

#### **Grants Discussion**

The group had many comments and suggestions about the "Guidance on State Grants" document. The discussion centered on issues such as:

- Pass through allocations – do agencies consider these separate from grants?
- The word "program" seems to have different meanings throughout the document.
- Clarifying where we mean grant in the document and where we mean program.

Laura has made many changes to the document, which is attached for your review. **This draft of the "Guidance on State Grants" will be discussed at the February ICCT meeting.**

#### **Other Issues**

Laura asked the group to send her any success stories based on risk assessments in state agencies. Have there been circumstances where doing a risk assessment may have helped your agency? The example she gave was a community college that contracts for a horseback riding therapy program for their disabled students. As part of completing the risk assessment, they realized they don't require the contractor to carry insurance. They now require insurance.

#### **NEXT MEETING**

February 10, 1:30 to 3:30  
OFM IBM Building, Large Conference Room

#### **Agenda Items for February**

- Grants Discussion Continued
- Standardized Contract Documentation Checklists

Please email Laura with any suggestions for agenda items.