

**SW Montana Veterans Home Site Selection Committee
MEETING MINUTES-December 21, 2009
Fifth Meeting**

Location: National Guard Readiness Center, Highway 41, Dillon, MT

Date: December 21, 2009 at 9:00 a.m.

Voting Committee Members in Attendance:

Larrey Lattin, Tom Straugh, Bill Willing, Susan Cobb, Bob Pavlovich

Excused: Lyle Gillete

Other State Employees or Non-Voting Members: Dave Williamson, Gary Gaub, Rick Norine and Wayne Freeman (CTA). Gary and Rick were phone attendees.

Other Attendees: There were 13 other attendees, 10 from Dillon and 3 from Madison County.

The meeting opened at 9:04 with Bill Willing in charge. He welcomed the public and explained the housekeeping arrangements. All attendees introduced themselves and are named on the attached attendance page.

Tom Straugh moved to place the previously adopted mission statement as separate entry on the web site. Larrey Lattin seconded the motion. Unanimous approval was recorded. The Mission Statement needs to be made available on the web site.

Mission Statement of SWVHSSC:

“To determine the site for the South Western Montana Veterans Home which will provide the best sustainable long term medical and mental care for veterans and their dependents in a scenic and compassionate home and community setting.”

Tom Straugh reminded all present that the web site was available and needed to have files loaded in PDF format or some other common format so that all could access it. Bill Willing reminded everyone of the need to run all questions through the website so that all counties would have the same standardized answer.

Moved by Bill Willing and seconded by Tom Straugh to allow teleconferencing for public meetings if required because there is not funding for public meetings between now and the RFP presentations at the county sites. All approved. The

Protocol for the public to use to join the conference must be posted to the web site and meetings must be noticed.

Larrey Lattin moved to affirm the committee's decision to allow any public or donated private lands within the six counties designated by HB 213 to be used for site proposals. Tom Straugh seconded and all approved. (Note: Refer to Q & A response #12 to RFP posted on web site for additional information.)

Committee discussed the process to work through the RFP's as they are submitted and established the order for presentations and the most efficient and effective calendar dates for the committee to receive presentations and retain information, motion from Bob Pavlovich, seconded by Tom Straugh and approved by all.

The Schedule is as follows:

1. Site Proposals are due in Helena by 2 P.M. on February 5.
2. The proposals will be reviewed by State, Legal, CTA, and Procurement personnel to insure completeness from February 5-19.
3. Proposals will be mailed with criteria attached to each committee member and made available to the public as soon as February 19, 2010.
4. February 19-March 1 committee members will review/score the proposals except for those parts of the criteria which will be scored during the onsite proposal presentations.

Onsite presentations are initially scheduled to be held in each county as follows:

Powell County on March 2, 2010,
Jefferson County on March 3, 2010,
Silver Bow County on March 4, 2010
Madison County March 9, 2010,
Beaverhead County March 10, 2010,
Deer Lodge County March 11, 2010.

Committee final evaluation sessions will be held in Helena on March 16. March 17 and 18 will be set aside, if necessary for the committee to reach a selection of the site. By April 1, 2010 the selection will be reported to the Governor. Final times and locations will be noticed on the state calendar and on the SW Montana Veterans Home site.

A request was made that the web site include brief guidance for proposal presentations via motion by Bill Willing, seconded by Bob Pavlovich and

approved by all. The initial expectation is that the Request for Proposal will be presented first beginning at 9:00 a.m., followed by walking on the land site(s), and then by any other tours in order to provide the most critical information early in the day while the committee is most alert. The counties are limited to no more than one day and one day only.

Bill Willing moved to allow proposals to contain alternatives to the State provided information if replicable sources are used to create the data. For example, if you dispute the number of doctors in your community, you must provide a list by name of the doctors you are claiming serve the community. Tom Straugh seconded and all approved.

Public Comment was requested. Comments from public present indicated that the process is transparent and the committee is to be commended for its work.

11:40AM Adjourned.

Lunch was provided for the committee members and staff by Captain Straugh at his home following the meeting.