

September 3, 2019
NW19-027

To: NW Council Representatives

From: Douglas Brazeal, NW Council Secretary and A-30

Subject: **PRESUBMITTED NEW BUSINESS:** Form special function committee to review STEM processes.

Background

Each year, The Northwest Regional Council establishes a STEM Grant Review Committee pursuant to Northwest Policy and Procedure Manual Section III: "COMMITTEES", Subsection A: "Council Committees" as a "Special Function Committee" which is commissioned "*To recommend to the Northwest Council the allocation of budgeted funds to financially support Science, Technology, Engineering and Mathematics (STEM) based organizations.*"

While this committee performed its function, it has identified a number of shortcomings, improvements, and recommendations which promise high potential for process improvement and would likely result in the ability of future NW STEM Grant Review committees to more efficiently and thoroughly serve the council in the execution of the special function.

Unfortunately, formalizing and presenting these findings is not in the charter of The Northwest STEM Grant Committee (special function committee), which ceases to exist upon the presentation and approval of the allocation of the budgeted STEM funds.

To promote our improved processes for the allocation of future budgeted STEM funds, we recommend the established Special Function Committee to review the Northwest STEM Grant policies, procedures and processes in effort to identify and present findings and recommend potential improvements (after a reasonable amount of time) to the Northwest Regional Council for consideration and (possible) action.

Reference:

Current Northwest Policy and Procedure Manual Section III: "COMMITTEES", Subsection A: "Council Committees":

4. Special Function Committees

Each committee is established according to its definition in this policy definition as required to perform (defined function(s)). Upon completion of the function(s) the committee will cease to exist until triggered again by the requirement criteria.

b. Northwest STEM Grant Committee

Functions: To recommend to the Northwest Council the allocation of budgeted funds to financially support Science, Technology, Engineering and Mathematics (STEM) based organizations.

Definition: Committee members must be members in good standing and must identify any association with STEM applicants. The Committee must consist of no less than four (4) members and all three (3) Northwest Council Officers.

Triggers: After the approval of the annual budget which includes STEM funds, and; On or prior to August 15th of the same fiscal year, and; upon the approval of no less than three (3) STEM Grant Committee members each approved by a majority of the Regional Council Officers.

Completion: The presentation to and approval by the Northwest Council of an allocation of the budgeted STEM funds.

Motion

It is moved that **A Special Committee be commissioned to study, formulate, and recommend improvements concerning the Northwest STEM processes, policies and procedures to be presented at the February 2020 meeting to the Northwest Council at which time the committee will cease to exist.**