

RELOCATION COMMITTEE MEETING MINUTES
Hyatt Regency Hotel
Sacramento Conference Center
Sacramento, California
June 17, 2007

Attendees

Lisa Barnes
Tami Benson
Lee Hamre
Tammie Bedlington
Ceci Melanson
Annette Favia
Barbara Meekins
Janet Cruppi
Deanna Walker
Florence Green
Mack Dickerson
Lisa Harrison
Darryl Root
Vivian Howell
Stephen Adams
Linda Kitchen-Peck
Charlene Endsley-Burge
Pete Campbell
Reg Draheim
Donna Harrison
Clyde Johnson

Guests

Sandy Grigg

Meeting was called to order by Lisa Barnes, Relocation Committee Chair, who welcomed everyone. Lisa announced that Tami Benson is the incoming Committee Chair and Vivian Howell is the incoming Vice-Chair. After introductions, Lisa thanked all sub-committee chairs and all members for their commitment to the Relocation Committee, and continued with a reading from 365 Tao, "Ending".

Annette Favia and Steve Adams were welcomed as new members to the committee.

Old Business:

Committee Commitment Letters were revised to reflect the following:

1. Membership year ending May 31 to coincide with the annual conference
2. Members should attend 2 meetings per year; one meeting should be the annual conference

If a member is unable to attend a meeting, they should contact the Outreach Committee with an explanation so as not be penalized for not attending.

The Outreach Committee should contact the absentee members after the February meeting to gather information of why they are not attending the meetings.

Committee Commitment Letters were mailed and emailed to all members. Prior to mailing Committee Commitment Letters, members of the Outreach Subcommittee spoke with five members of the Relocation Committee who had not attended meetings this year. After discussions with the Chair and Vice-Chair it was agreed that three had good reasons for missing the meetings; two got "byes".

Lisa B. reminded members that January, 2008 is the due date to have the RAC designation for those members on the Committee roster as of January 2005. She also emphasized the importance for Region Chairs to attend the meetings or email their report to the current Chair.

The RAC Exam has been changed to reflect the new changes in the regulations. Lisa Harrison found 14 questions on the old exam to be in error. There was a great deal of discussion on who should take the RAC exam:

1. If a person takes the SR/WA comprehensive exam, do they have to take the RAC exam for certification? HQ says yes.
2. If a person already has the SR/WA designation, do they have to take the relocation exam again to get the RAC designation?

Additional discussions ensued regarding the URA designation under consideration by FHWA. This subject was brought up at the 2007 AASHTO conference. FHWA has approached IRWA about developing criteria for a national certification for persons working under the Uniform Act Requirements. IRWA has been in discussions with AASHTO and the Consultant's Council asking for input into the proposed standards for such a designation. This certification is still in the planning and development process.

Tami Benson recommended writing a letter to HQ to confirm that applications must be approved by the chapter PDC chair and that exams must be taken.

Lisa Harrison commented that relocation courses 504, 505, and 506 do not fit into the adult education format; PowerPoint and lecture formats are not applicable. Several other course facilitators agreed.

Course 504 has not been revamped. Lisa H. is holding the course until she moves to the IPDC and can discuss the adult education training format.

Donna Roche, Tami Benson, and Lisa Harrison rewrote Course 505 "as a band aid to get it back in circulation". HQ is aware that this course must be completely rewritten; however, they are not going to approve the rewrite until the next round of corrections, which is not timely. As such, Lisa Harrison will discuss with the IPDC.

Courses 504, 505, and 506 are not user friendly in bound books. Several facilitators agreed and are making copies of case study materials to distribute to class attendees.

The Principles of Right of Way Manual, Chapter 13, is being rewritten by Tami Benson, Donna Roche, Lee Hamre, and Lisa Harrison. They set a due date of August 1, 2007 to have it submitted to HQ.

Region Reports:

Region 1 – (Chair absent) – Ceci Melanson provided report.
Course 501 was taught twice
Course 504 will be taught the week of June 23, 2007
Course 100 will be taught before the end of the year

Region 2 – Lisa Harrison provided report.

Tami Benson either has or will teach all relocation courses this year (ODOT requires the RAC certification).

Lisa Harrison has taught all relocation courses or they are scheduled to be taught in 2007. Donna Harrison and Lisa Harrison co-taught Course 501 in April '07.

Region 2 Winter Form – no news

Region 2 Spring Seminar – minimum relocation

Region 2 Texas A & M – Lisa Barnes is attending

Region 3 – No report

Region 4 – Mike McParland sent report, but had no relocation courses/issues to report

Region 5 – No report

Region 6 – Debra Reddick resigned the relocation committee. Position is vacant. Florence Green reported that four courses are planned before the end of the year

Region 7 – Barbara Meekins provided report.

Course 501 was taught twice

Several courses are tentatively scheduled

Spokane has one

Seattle has course 501 and 502 scheduled

Washington State has a real estate licensing issue, which will not transfer to the recertification. The Consultant's Council, along with IRWA, is working on a national URA certification, which will require 100 hours of courses and will have a state real estate component (e.g. a Texas real estate licensee would be required to take the Oklahoma law discipline in order to work in Oklahoma). This certification is scheduled to be completed, on some level, within the next 12 months.

Fairbanks, Alaska has no replacement sites, which is becoming a budget buster.

Region 8 – No representative.

Region 9 – Lee Hamre provided report.

Course 501 is scheduled for September '07

The NTI course, which is designed primarily for the grantee, was presented last week in Denver.

Region 10 – No representative

Subcommittee Reports:

Research/Studies report provided by Vivian Howell, Chair, who distributed the Relocation Questions and Answers article for the next IRWA magazine publication. The subcommittee is responsible for reviewing and approving relocation related articles submitted for publication in the IRWA magazine. Anyone may submit an article to the subcommittee for consideration. Darryl Root agreed to submit an article to the Research/Studies committee for publication in the magazine. Vivian has asked to step down as the Chair of this subcommittee in light of her upcoming duties as the Vice-Chair of IRAC. It was accepted and fellow subcommittee member, Lee Hamre, volunteered to assume the responsibilities as Chair.

Subcommittee Members: Lee Hamre, Chairperson, Lisa Barnes, Linda Peck, Barbara Meekins, Rick Etter, Darryl Root, Mike Hereford, Annette Favia, and Vivian Howell.

Outreach – no report – was previously discussed.

Subcommittee Members: Candy Spitzer, Chairperson, Vivian Howell, Tammie Bedlington, Charlene Endsley Burge, Florence Green, Mike Hereford, Bruce Napier, Deanna Walker, and Del Richardson.

Strategic Planning report was provided by Barbara Meekins, Chair. The Relocation Committee continues to implement our plan and Mission Statement. As such, no changes or amendments are required.

Suggestions are requested for criteria on implementing the new **Commitment to Excellence Award**. The award is designed as recognition of an outstanding, deserving individual and not intended to be an annual recognition unless warranted.

Ron Fannin will be presented the first Commitment to Excellence Award at the DC Squares session.

Subcommittee Members: Barbara Meekins, Chairperson, Lisa Barnes, Vivian Howell, and Mike McParland.

Education Subcommittee report was previously provided by Chairperson, Lisa Harrison. Further discussions included:

1. Consensus is that most facilitators would like to see the Evaluation comments for their continued growth as facilitators. Suggestion that HQ submit evaluation comments to the Education Chair. Sandy Grigg suggested that the Committee Chairperson write a letter to HQ establishing a process.
2. Course corrections/changes must be processed through IPDC. Only typos and minor changes can be processed directly to HQ.

Subcommittee Members: Lisa Harrison, Chairperson, Clyde Johnson, Steve Adams, Florence Green, Tami Benson, Donna Roche, Reg Draheim, Ceci Melanson, and Bob Merryman, Lee Hamre.

Fall Meeting

Lisa Barnes had previously requested a budget amendment of \$2750 to fund the committee's fall meeting. HQ agreed to fund a "task oriented - working meeting"; not a standard meeting. Consequently, suggested topics are:

1. Last Resort Housing
2. Planning & Advisory Assistance
3. HUD Requirements
4. Fixed Move
5. LOTPP & Substitute Personal Property
6. Special Needs
7. Residential and Business Disabilities
8. Functional Replacement (Title 23, Sec. 14)

Sandy Grigg commented that the current budget was established for meetings; however, the committee can have three meetings if they can fit it into the current budget. The IEC has implemented a "Special Budget Request" which can be approved for developing courses or tasks. The request must outline certain criteria such as:

1. Is it available through another agency
2. Budget
 - a. Cost to develop
 - b. Income generated from course/task
3. Are other agencies/public requesting this topic

Special Budget Request should be presented to IPDC in February, who will submit to IEC, who will make recommendation.

Sandy Grigg commented that HQ can/may approve a course even if the budget reflects a negative return, if they (HQ) feel the course is beneficial to the relocation industry.

San Diego is the selected destination for the fall meeting to be held on October 19, 20, and 21, 2007. A tentative schedule is to work ½ day Friday, full day Saturday, and Sunday as needed. The purpose of the meeting is to determine what new courses the Relocation Committee would like to develop, an outline of courses for an RFP, the target audience, 1-2 day course. Sandy Grigg has a format for submitting to HQ. Tami Benson and Lisa Harrison will get together to discuss proposed course topics and Tami will email the proposed topics to the membership for review.

Mack Dickerson will coordinate the lodging and meeting facility with Jade Yoong at HQ and cc Tami Benson on all correspondence.

RWIEF

Clyde Johnson, RWIEF Trustee, solicited the committee to sponsor a golf hole for a \$300 fee. The IRWA has approximately 9000 members; however, approximately 1/3

contributes the additional \$10 to RWIEF when paying their dues. Approximately \$477,000 is designated toward courses. The committee will take this into consideration for the next golf event.

New Business:

Lisa Barnes provided information that the formal name of this committee is "The International Relocation Assistance Committee".

Sacramento Conference Sessions

Donna Harrison reported that Evaluation forms for each session would be placed on the chairs or passed out. She asked each Moderator to make an announcement prior to introductions requesting the audience to fill out the evaluations and particularly topics they would like to hear in the future. She asked each Moderator to check their respective rooms prior to their session and to let her know if there is an issue with room size, arrangement, or audio/visual equipment.

Subcommittee Members: Donna Harrison, Chairperson, Mack Dickerson, Janet Cruppi, Mike McParland.

Austin 2008 Conference and Debriefing Session

Postponed until the debriefing session immediately following the Relocation Talk Show.

Meeting adjourned at 12:15.

**International Relocation Assistance Committee
Debriefing
June 20, 2007**

- All Relocation sessions were well attended/evaluations received
 - Old Stuff, New Stuff.....77/51
 - Pits & Pads.....81/29
 - Mock Appeal.....59/19
 - DC Squares.....N/A
 - Related Nonresidential Expenses.....N/A
 - Relocation Talk Show – Business.....54
 - Relocation Talk Show – Residential.....63

- Session rooms were adequate in size with the exception of the Mock Appeal, which was too small
- Presentation evaluations were positive with a much better response than last year
- Suggested Topics received from evaluation forms
 - Business Moves
 - More unusual business moves
 - Personalty vs Realty
 - Real Life cases with the outcome
 - Ways to deal with uncooperative residential owners/tenants
 - In Lieu Payments
 - Personal Property Only (partial take)
 - Temporary Relocations
 - Trade Fixtures
 - Cemeteries
 - ODA
 - In depth discussion on LOTPP vs Substitute Personal Property
 - Personal Property Relocations (storage facilities and/or marinas)
 - Benefits of using the Appeal Process
 - Fixtures and Equipment Defined
 - Fixtures – “yes, no, maybe”
 - Code Modifications

Austin 2008 Conference

Topics

Relocation for Appraisers - Appraisals for Relocation Agents

- Vivian Howell, Moderator
- Speakers: Dan Wright, Valuation Committee member, Steve Adams, Lee Hamre
- Vivian in charge of speakers

Jeopardy Game Show

- Lee Hamre, Moderator
- Federal participants will be a “life line”

HUD – Extras and Insteads (Doing business with)

- Lisa Barnes, Moderator
- Joan Morgan
- Sara Hernandez

Appeal Process – Best Practices

- Barbara Meekins, Moderator
- Janet Cruppi
- Deanna Walker

Trade Fixtures – Machinery and Equipment

- Donna Roche, Moderator
- Kevin Florez
- Ron Fannin (?)
- Mamie Smith-Fisher (?)

Bridgestone Tire Relocation

- Linda Peck, Moderator
- Bob Merryman
- Pete Campbell
- Florence Green
- Diego Rivadeneira (?)

Relocation Talk Show (Residential & Business)

- Lisa Harrison & Tami Benson, Moderators