



## PEOPLE + PROCESS + PERFORMANCE – P3 DAHL MEMORIAL BOARD EDUCATION

THIS AGREEMENT is made and entered into by and between **Coors & Associates, Inc. dba Coors Leadership Capital** (“COORS”) and Skagway Municipality (“CLIENT”) on this day of **July 5, 2022**.

WHEREAS COORS is engaged in the business of, among other things, the recruitment and placement of candidates to fill open positions with organizations in and around the United States and the consultation for healthcare organizations, hospitals, and clinics; and

WHEREAS, the CLIENT wishes to retain COORS for the express purpose of conducting a board education, training, and evaluation for Dahl Memorial Clinic with CLIENT.

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein, the parties hereto covenant and agree as follows:

1. **RETAINER:** The CLIENT hereby retains COORS to conduct board education, training, and evaluation for Dahl Memorial Clinic. COORS agrees to present the following deliverables and milestones over a three (3) month period to include: TRIMETRIX EQ Evaluations, Board Education 101, four (4) hours of individual coaching, attendance, either in person or via electronic method of board meetings for 3 months, any additional training, documentation or assistance recommended by COORS. Coaching and training is done in-person and via electronic method to work around board members’ schedules, to include weekends and nights at no additional charge. Additionally, COORS is offering to provide a verbal overview of the assessment, evaluation, and training to assembly, Mayor, and City Manager upon completion of three (3) month period during an executive session if so desired. The fee is **\$29,750** (twenty-nine thousand seven hundred fifty dollars). COORS is providing a flat rate fee for Skagway Municipality, in lieu of the standard \$500 an hour fee. CLIENT agrees to pay COORS fifty percent (50%) of the fee upon signing of the agreement

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and the remaining 50% in three installments.

2. TERM: The term of this Agreement will commence on the date of execution and continue until services are completed and deliverables are met.
3. FEE: CLIENT shall pay **COORS \$29,750** for services rendered as set forth in the proposal approved by the Municipality. CLIENT agrees to pay all costs, including attorney fees, associated with collection activities related to procurement of fees.
4. EXPENSES: COORS will conduct an initial board education 101 training within two weeks, upon completion of the board members completing their TRIMETRIX EQ assessments. CLIENT agrees to pay for all expenses associated with CLIENT's travel and expenses, **not to exceed \$8,000** (eight-thousand five hundred dollars) **based on current airfare prices, could be potentially adjusted based on airfare.** Expenses include but are not limited to lodging, travel, airport transportation, mileage to/from airport, airport parking, baggage fees, rental car, internet, meals, incidentals, meals, and printed materials. CLIENT agrees to pay all invoices within fifteen (15) days of invoice date. Invoices not paid within thirty (30) days are subject to a finance charge of 18%. COORS reserves the right to immediately terminate this agreement for non-payment of monies owed by CLIENT.
5. MODIFICATION OF AGREEMENT: This Agreement may not be altered, changed, or modified except in writing signed by each of the parties.
6. LAW APPLICABLE: Provisions of this Agreement shall be construed and enforced in accordance with the applicable laws of the State of Alaska.
7. SEVERABILITY AND ENFORCEABILITY: If any provision of this Agreement is held to be invalid or unenforceable, all other provisions shall nevertheless continue in full force and

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effect.

8. **AUTHORIZATION:** Each individual executing this Agreement on behalf of the CLIENT represents and warrants that he/she has been authorized to do so by the CLIENT.

**Coors & Associates, Inc. dba Coors Leadership Capital**  
6135 Park South Dr. Suite 510  
Charlotte, NC 28227

Cheryl COORS, CEO

By:  Date: 7/1/2022

**Municipality of Skagway Borough**  
700 Spring Street  
P.O. Box 415  
Skagway, AK 99840

Andrew Cremata, Mayor

By: \_\_\_\_\_ Date: \_\_\_\_\_

Coors & Associates, Inc. dba Coors Leadership Capital is an equal opportunity employment service and conforms to all governmental rules and regulations in the recruitment and placement of executive candidates and does not discriminate on the basis of race, color, religion, age, sex, national origin, marital status or handicap.

Invoices submitted to: Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_  
Number: \_\_\_\_\_

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## SCOPE OF WORK: 9 BOARD MEMBERS

- 9 TRIMETRIX EQ Assessments
  - Behavioral (DISC) – How one communicates
  - Driving Forces – What motivates an individual
  - Emotional Intelligence – How one handles stress.
- 1-hour personnel debrief for each member of the board
- Assessment Homework

The TRIMETRIX EQ assessment is one of the most comprehensive assessments on the market. The assessments look at behavioral based observable communication styles, driving forces; what motivates an individual to take action, and emotional intelligence; how one handles stress. These assessments are used to build a team report and address communication and culture within an organization and is a foundational component of board education and training.

Additionally, these assessments can be used in recruiting future board members and leadership for the clinic as the assessments can be used in a side-by-side comparison of each member of the board and clinic leadership team.

- Board 101 (conducted on-site)
  - Structure
  - Rules and Regulations
  - Policies and Procedures review
  - Responsibilities
    - Fiduciary
    - Compliance
    - Quality
  - Mission, Vision, Value
  - Expectations
  - Time Commitment
  - Signing of Memorandum of Understanding
- Board Meeting Attendance
  - Attend board and committee meetings for a three-month period (July – September)
- Board Member Coaching
  - 3-hour individual Board Member Coaching – to be conducted with individual board members around their availability, to further advance training and

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education with regards to be members of the Dahl Clinic Board.

- Development of Board onboarding program
- Revaluation and Review of Board Procedures
- Post Board Education and Training Wrap-up (on-site)

**COST:**

- \$29,750 (twenty-nine thousand seven hundred fifty dollars) as outlined in the contract above
- Expenses not to exceed \$8,000 as outlined above

**TIMELINE:**

- Work to be conducted between July 15 and September 30<sup>th</sup>, 2022
- Final report and Wrap-up to be conducted on-site during the month of October

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