

DSA/OPSC Program Review: Training for Subgroup Chairs Teleconference Minutes

August 2, 2010 1:00 p.m. – 2:00 p.m.

Teleconference Participants:

Lindle Hatton, CSUS (Facilitator)

Masha Lutsuk, DSA

Wendy O'Donnell, OPSC

Caroline Whitcomb, DSA (Note-taker)

Rebecca Kirk, OPSC (Note-taker)

Sub-Group Chairpersons

Carri Matsumoto, Long Beach USD (Planning)

Laura Knauss, Lionakis (Plan Review)

Jenny Hannah, Kern COE (Funding)

Dick Cowan, Davis Reed Construction Inc. (Construction)

Opening Remarks:

- The Facilitator thanked the subgroup chairpersons for their time and participation, and suggested that chairpersons may view State Allocation Board (SAB) meeting webcasts for background information.
- The Facilitator reiterated that DGS Chief Deputy Director, Stephen Amos, will be reporting briefly to the SAB at the August 4 and 25, 2010 meetings.
- The calendar was reviewed.
- Subgroup chairpersons are invited to attend all Expert Workgroup meetings.

Agenda Template:

Chair's Letter

- The Expert Workgroup Chair's letter to subgroup chairpersons was reviewed, and the Facilitator emphasized that the subgroup membership is limited. In order to ensure integrity, control, and the quality of work to be done, subgroups will not be conducted as an open forum.
- In response to an inquiry, the Facilitator stated that subgroup chairpersons will represent multiple constituencies in their role as chair. If a chairperson has concerns about their subgroup's membership composition, he or she should raise the issue directly to Stephen Amos.

Charter

- The Facilitator stated that the mission statement and objectives are consistent for each subgroup and the Program Review Expert Workgroup.
- The charter represents the core work of the subgroups. The maximum number of issues and proposed solutions for each subgroup is 10, but it is not required that subgroups come up with 10.

- Subgroups should begin the charter by completing the five fields on the back of the charter template. Groups will end on a positive note by identifying “What is working” on the front of the charter template.
- The subgroups will brainstorm issues from each participant, and then prioritize the identified issues as a group.
- In response to an inquiry, the Facilitator stated that it may be appropriate for proposed solutions to be divided or projected out into short term, intermediate, and long term timeframes.
- The recommended performance measures should be tied to the proposed solutions. Discussion occurred regarding the connection and differences between metrics and performance measures.
- The Facilitator will be present in each subgroup and will drive the process of completing the charter template. Agendas will be prepared for subgroups and physical attendance is required for subgroup meetings.
- The charter template will be completed at the conclusion of the subgroup meeting.

DGS Staff Support:

- Subject matter experts from the Office of Public School Construction, the Division of the State Architect, the California Department of Education, and the Department of Finance will be present at each subgroup. The same representatives may not be present for each subgroup meeting because they will be assigned based on subject matter expertise.
- The two DGS staff note-takers will be common threads, with each of them attending at least half of the subgroup sessions. They will have the charter template on screen to complete while the subgroup works.
- An inquiry was raised regarding whether subgroup participants’ votes should be weighted depending on whom that participant represents, particularly if a subgroup has more State agency representation than customer representation. The Facilitator responded that representatives should take a more holistic approach, and the intent behind the subgroup compositions was to ensure a balance of State agency and customer representatives.

Key Objectives:

- The Facilitator emphasized that the subgroups represent the first source of input in the process, but not the final input.
- Discussion should be relevant and focused on the topic of each subgroup, and aligned with the mission and objectives.
- An inquiry was raised regarding whether advance or follow-up polling by the subgroup chairs for additional input would be permitted. The Facilitator responded that the Expert Workgroup Chair and Vice Chair

have limited the subgroups to their assigned participants. On August 18, 2010, subgroup work will be reviewed by the Expert Workgroup. At this meeting, there will be an opportunity for additional input and clarification from the subgroup chairs.

Closure of Subgroup Work:

- At the conclusion of each subgroup's meeting, the subgroup work is complete and becomes the property of the Expert Workgroup for review, edits, and completion. Subgroup chairpersons may consider attending the Expert Workgroup meetings on August 18 and September 8, 2010 for follow-up.
- An inquiry was raised regarding whether conference call participation in the Expert Workgroups would be possible. The Facilitator reiterated the importance of physical attendance, but recommended that anyone who may need an exception should contact the Expert Workgroup Chair and Vice Chair with an explanation of the circumstances. Exceptions may be granted on a first come, first served basis.
- The Facilitator is willing to work with subgroup chairpersons to develop subgroup agendas.

Materials to be Provided Today:

- Updated calendars
- Subgroup rosters indicating Customer and State Agency representatives
- Updated charters for each subgroup
- Information from previous DGS Town Hall forums
- Facilitator's contact information