

DSA/OPSC Program Review Expert Workgroup Meeting Minutes

September 8, 2010 2:00 p.m. – 5:00 p.m.
Ziggurat, 8th Floor Executive Board Room

In attendance:

Expert Workgroup Members

Stephen Amos, DGS (Chair)
Lindle Hatton, CSUS (Facilitator)
Fred Yeager, CDE (Delegate for Kathleen Moore)
Chip Smith, DSA
Lisa Silverman, OPSC
Chris Ferguson, DOF
Scott Gaudineer, Flewelling & Moody Architects
Stuart Drown, LHC
Gary Gibbs, CBIA
Ted Toppin, PECG
Eric Bakke, LAUSD (Delegate for James Sohn, also
Closeout Sub-Group Chair)
Bill Savidge, West Contra Costa USD (Also Design
Sub-Group Chair)
Tom Duffy, CASH
Edgar Cabral, LAO
Dick Cowan, Davis Reed Construction
Assemblymember Jean Fuller, SAB (via
teleconference)
Estelle Lemieux, CTA
Carri Matsumoto, Long Beach USD (Also Planning
Sub-Group Chair)
Laura Knauss, Lionakis (Also Plan Review Sub-Group
Chair)

Additional Attendees

Jason Bryant, CBIA
Kathy Hicks, DSA
Chris Martin, DSA
Cynthia Diaz, DSA
Lisa Kaplan, SAB
Shanna Everts, SAB
Jordan Aquino, DSA
Rebecca Kirk, OPSC (Note-taker)

Introduction:

- Introductions / Acknowledgements
- Chair's Opening Remarks
 - Eleven workgroup members provided their top priority issues prior to the meeting as a starting point for discussion.
 - The documents to be presented include unfiltered, unmodified feedback from the sub-groups and Expert Workgroup members.
 - The final charter should reflect the Workgroup's collective consensus, concise comments, and responsiveness.
 - The focus of the final report will be the Workgroup's recommendations for process changes.
 - The Vice-Chair was unable to attend this meeting.
- Additional Opening Remarks
 - In response to an inquiry regarding how implementation of proposed solutions will proceed following the report, the Chair

stated that immediate steps should be taken to address issues within administrative purview, and to move forward to pursue regulatory and legislative processes for additional proposed solutions agreed upon by consensus.

- Discussion occurred regarding regulatory interpretation of the Division of the State Architect's (DSA) closeout process, and a school district-specific pilot program. Concern was expressed regarding whether the pilot program advantages one district over other districts. The Chair responded that the benefits and changes resulting from the pilot program will be applied statewide, and that up to 60 percent of new projects held up by previous projects that were closed without certification can be addressed in the next 24 months under the pilot program. It was expressed that the district involved in the pilot program is willing to share information and lessons learned with other districts throughout the pilot program process.

Overview of Issues/Solutions Matrix:

- The Facilitator reviewed the calendar of upcoming Expert Workgroup meetings.
- The Facilitator introduced the matrix document as a suggested starting point for meeting discussion.
- The Facilitator explained that a point system was utilized to rank the issues on the matrix document in priority order based upon feedback from the Expert Workgroup members.
- The Facilitator stated that the wording utilized on the matrix document reflects the subgroup and Expert Workgroup member wording. The Facilitator stated that Expert Workgroup members could propose suggestions for rewording or consolidating the issues/solutions titles via email, but that this would not be discussed during the meeting due to time limitations.
- A comment was made that several problems/issues on the matrix document may overlap and could be consolidated. The Facilitator responded that moving forward by proposing overarching solutions could address multiple identified issues.
- An inquiry was raised regarding how the other identified issues would be resolved if the Expert Workgroup could only focus on a few top issues. The Facilitator responded that many of the identified issues are tied to the most significant, overarching issues. In the limited time for the Program Review, the most significant issues should be addressed. Additional issues can be revisited through future or recurring efforts. The Chair indicated that the top priority issues will be the focus of the current Program Review, but the remaining issues will also be reflected in the report.

- Discussion occurred regarding whether it would be more effective to focus on smaller issues which could be addressed more quickly, rather than focusing on the broadest issues with the most complex and long-term solutions. A suggestion was made that a filtering process could be undertaken to identify and address issues that can be resolved administratively. A statement was made that addressing many of the smaller issues could be accomplished within solutions for the broader, top priority issues.
- The Chair proposed that interested Workgroup members could offer further solutions, and suggested that issues with administrative solutions could be brought to the next Workgroup meeting for Workgroup input.
- In response to a suggestion, the top two priority issues on the issues/solutions matrix document were combined.
- With Workgroup consensus, the Facilitator stated that the Workgroup would proceed by focusing on the top three priority issues.
- The Facilitator reminded Workgroup members that the titles of the issues and solutions could be altered or consolidated through future suggestions.
- The Facilitator stated that completion of the charter template would involve identification of proposed solutions, the type of implementation necessary (procedural, policy, regulatory, or legislative), timelines, and recommended performance measures.

Completion of the Expert Workgroup Charter:

- Refer to the Expert Workgroup Charter document for details.
- Discussion occurred regarding several of the solutions proposed by the Closeout Subgroup and whether they should be included in the Expert Workgroup charter. The Facilitator stated that the proposed solutions in question would be retained in the Expert Workgroup charter for the time being, and should be discussed further by Workgroup members to decide whether the proposed solutions should be considered.
- In response to an inquiry, an overview of efforts currently underway to address the closeout issue was provided, including discussion of emergency regulatory changes and a pilot program.

Conclusion:

- The Facilitator provided an opportunity for public comment from non-Workgroup members in the audience. No comments were made.
- The Facilitator stated that the completed Expert Workgroup charter document would be provided for Workgroup members' review prior to the next Workgroup meeting.
- A comment was made that the report should utilize a different format than the charter documents in order to better reflect detail and discussion. The Facilitator indicated that a different format would be used for the report.

- The next Workgroup meeting is scheduled for Thursday, September 23, 2010.