

**DSA/OPSC Program Review Expert Workgroup
Meeting Minutes**

September 23, 2010

2:00 p.m. – 5:00 p.m.

Ziggurat, 8th Floor Executive Board Room

In attendance:

Expert Workgroup Members

Kathleen Moore, CDE (Vice Chair)
Lindle Hatton, CSUS (Facilitator)
Fred Yeager, CDE
Kathy Hicks, DSA
Lisa Silverman, OPSC
Chris Ferguson, DOF
Dennis Alexander, 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
Jenny Hannah, Kern County Office of Education
Jason Bryant, CBIA
Joel Montero, FCMAT
Laura Knauss, Lionakis (Also Plan Review Sub-Group
Chair)

Additional Attendees

Lisa Kaplan, SAB
Shanna Everts, SAB
Rebecca Kirk, OPSC
Jordan Aquino, DSA (Note-taker)

Welcome:

- The Vice Chair welcomed the Expert Workgroup (EWG) to its fourth meeting and emphasized that the meeting would focus on reviewing the draft report and making necessary edits.
- A request was made for the Little Hoover reports and the Macias report to be removed from the “Additional Resources” page.

Update on Feedback Received:

- At the last EWG meeting, feedback was provided on the EWG charter document. The comments and feedback were incorporated into a narrative report, which is now before the EWG for review.
- The Facilitator explained that EWG members can continue to provide their comments and feedback via email. Emailed comments must be sent by Sunday, September 26th. An updated draft of the report will be provided before the next EWG meeting.

- The next meeting will be to discuss “fatal flaws.” That meeting will be focused on making minor edits.

Review Draft Report Format & Content:

- The final report will include an executive summary.
- Under the “Background” section, it was suggested that the side comment be edited to say that “California voters have approved approximately \$35 billion in State bonds.”
- There was concern that the “Background” does not accurately reflect why the Expert Workgroup was convened. There was also concern that there is no reference to how the non-priority problems will be addressed in the future.
 - Edits will be made to the Background section to address these concerns.
- On Table 1, “Permit exception form at intake for over-the-counter approvals” had to be revisited. “Create a one-stop shop with a customer service orientation” also need to be edited. Clarification was needed on the subject of “ombudsman.”
- On Table 2, “legacy” is never defined; it was suggested that the table needs to clarify that these are portable projects. “Simplify contractual language regarding responsibilities” needed to be reworded to clarify what this solution is intended to achieve. It was agreed that the recommended solution to implement a three-year statute of limitations be removed from the table.
- On Table 3, there was concern over adopting the Little Hoover Commission recommendations; it was agreed that this solution should be eliminated from the table.

Recommendations & Work Plan:

- The report is being drafted to provide a three-tier plan identifying solutions to be implemented on short-term, intermediate and long-term bases. The Facilitator presented the general concept, which will be elaborated in the report.
 - Under this plan, the short-term solutions will include anything that can be done in less than a year, with efforts starting 30, 60, or 90 days after the report is made public.
 - The intermediate solutions will take one to three years, with work beginning 60 days after the report is published.
 - The long-term solutions are those things that will take three to five years and efforts will start 90 days after the report is published.

- The Vice Chair emphasized that great consideration should be given to those solutions that can be implemented in the next 60 days due to the upcoming change of administration.

Conclusion:

- The critical next step for EWG members is to provide comments and feedback on the first draft of the report by Sunday, September 26th.
 - The next draft of the report will be distributed on Tuesday, September 28th.
 - The EWG will be meeting again to resolve fatal flaws on Wednesday, September 29th.
- The intended outcomes for this program review include:
 - A more collaborative process for improvement
 - A proposed Memorandum of Understanding/Interagency agreement between CDE & DGS (OPSC/DSA)
 - Identification of the most critical issues & suggested solutions
 - A roadmap for action & sustainability
 - A work plan for addressing impediments through future subgroups
 - A commitment to regularly report on the progress of resolving issues identified during the program review
- The Vice Chair thanked everyone for their participation in the meeting.