



BUSINESS DEPARTMENT - Business Services
Facilities Development & Planning Branch
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August 6, 2010

Stephen Amos
Chief Deputy Director
Statewide Support Services and Administration
Department of General Services
707 Third Street
West Sacramento, CA 95798

RE: DSA/OPSC Program Review Sub-group Planning Committee Meeting

Dear Stephen,

In follow-up to the first Sub-Group Planning Committee meeting held yesterday, I want to thank you for the opportunity to participate as chair. I am pleased to report that the charter was completed and I commend the Facilitator, Lindle Hatton for a job well done in keeping the committee on task. Five agency representatives were present along with a Community College representative, and another K-12 District representative.

After having time to reflect upon yesterday's meeting with the sub-group, and being the first committee to meet, I would like to offer the following observations and suggestions for further consideration as you move forward with additional meetings next week. Absent having the knowledge of the facilitation method prior to the meeting it was difficult to make these observations concurrently without disrupting the process.

Given there were only two K-12 District representatives on this sub-group and five agency representatives, there appears to be an in-balance when it comes to K-12 district perspective on the committee. I would encourage solicitation of additional K-12 district feedback, particularly if the same "voting" method is utilized to identify the top problems/issues in each of the respective areas of program review. District concerns may not be daylighted on the list as a priority if there isn't sufficient representation on the sub-group. For example, both I and the other K-12 committee member never voted in support of some of the items listed as top priorities of concerns, because the recommendations may impact K-12 school districts.

Committee members should also not be given the option to stack all their votes behind one problem/issue because this can skew what is viewed as a higher priority not by the collective group, but for perhaps a particular individual and could enable the issue to move up the priority list without consensus. I bring this to your attention as it may have just been an oversight though it wasn't necessarily a problem in our committee. I would reconsider this in the next round of sub-group meetings.

Mary Stanton
District 1
Member

Felton Williams
District 2
President

John McGinnis
District 3
Member

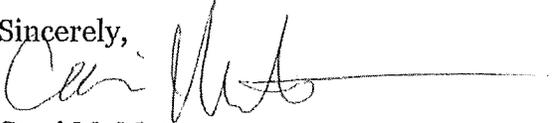
Jon Meyer
District 4
Member

David Barton
District 5
Vice-President

Our task was daunting given the time constraints and members were limited in their ability to engage in a full dialogue around all issues and recommendations. Therefore, I hope this is taken into further consideration by the Executive Committee. In spite of the circumstances, all members worked diligently to accomplish the tasks of the charter and the discussion was both focused and collaborative. I respect and appreciate the time spent by all of the participants.

Thank you again for your time and further consideration of these observations.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Carri M. Matsumoto', followed by a horizontal line extending to the right.

Carri M. Matsumoto
Executive Director, Facilities Development & Planning
Long Beach Unified School District

cc: Kathleen Moore – CDE, Vice Chair
Lisa Silverman – OPSC
Office of Senator Alan Lowenthal
Lindle Hatton – Facilitator