

DSA/OPSC Program Review Expert Workgroup Meeting Minutes

February 10, 2011 2:00 p.m. – 5:00 p.m.
Ziggurat, 8th Floor Executive Board Room

In attendance:

Expert Workgroup (EWG) Members

Stephen Amos, DGS (Chair)
Kathleen Moore, (Vice Chair)
Lindle Hatton, CSUS (Facilitator)
Lisa Silverman, OPSC
Gary Gibbs, CBIA
Kurt Cooknick, AIA
Tom Duffy, CASH
Susan Stewart, Stewart & ASSOC. (substitute for
Carri Matsumoto)
Dick Cowan, Davis Reed Construction

Additional Attendees

David Zian, OPSC
Fred Yeager
Andrea Sullivan, OCOE (via teleconference)
Anna Ferrera, Murdoch, Walrath & Holmes
(via teleconference)
Lisa Constancio, CDE
Juan Mireles, OPSC
Delcy Thut, DSA (Note-taker)

Expert Workgroup Agenda

- **Welcome**
 - Introductions
 - The Chair discussed the order of agenda items, proposing the most important items be listed first.
 - The Facilitator recapped the meeting handouts including:
 - The DSA/OPSC Working Group Stakeholders and Customers (Circle)
 - The DSA/OPSC Working Group Organizational Chart
 - The EWG Charter
 - The EWG Roster, Executive Team
 - The Chair announced he will be out on medical leave and would not be available to chair this group after this meeting. He felt it was important for continuity that someone from DGS acts as chair-person due to the areas of focus. Scott Harvey has offered to step in and chair the EWG moving forward.

Revisit Mission and Charter of EWG

- A question was raised regarding revisiting the current Mission and Charter to see if changes have taken place that need to be documented.
 - At this time, the EWG feel the Mission has not changed.
 - Upon review of the EWG Charter the original Ground Rules have not been followed. EWG members communicated the administrative goals and focus of the group has changed. Present concerns include:
 - Charter goals should be modified to align with current practices.
 - All four ground rules have been broken.
 - There is concern with the EWG member commitment level and the subsequent negative impact from varied attendance.

- The group voiced concern that the previous Ground Rule that substitutes were not allowed during the first 90 days was not upheld and impacted the continuity of the EWG productivity.
 - It was stated that the group focus was a challenge as EWG members and substitutes transitioned in and out of the committee meetings.
 - The EWG discussed “three strikes and you’re out” pertaining to meeting attendance.
- The EWG discussed the need to have a laser focus on the issues that can be changed by the EWG and not spend the same level of attention on the global issues that require change by this administration or through legislation.
 - Laser Focus
 - Identified three areas to make focused changes
 - Communication and Collaboration
 - Close Outs
 - Funding Adequacy
 - Focus on the issues the EWG can impact, critical areas
 - Focus on areas that yield short term changes
 - Focus on accountability and transparency
 - Focus on DSA and OPSC administrative process changes
 - Global Focus
 - Identify areas that require legislation and have broad focus
 - Be a resource to the legislature and constituents on long term changes
- The EWG discussed communication challenges and how and where they are handled.
- It was stated the MOU has had a positive effect on communication between the departments. The Close-out Certification communication is a positive change that is due to the MOU and the EWG.
- Discussion occurred concerning a forum to address new items of issue communicated to one agency but requires a global discussion with the EWG as the impact and resolution may require DSA, OPSC, and CDE involvement.

Off-Site Report – Final Response

- Dave Zian has discussed off-site development topic areas with Jenny Hannah about resolutions to the issues.
- It was discussed that issues will need to have a focused group look at all the mitigating factors on the projects.
- A separate meeting will be scheduled between the necessary parties to discuss the sound wall.
- Another point was brought up that districts may have several like issues with sound walls being one of those identified. A more global look at the off-site issues may be needed.
- Another potential global issue is the various interpretations of the definition of two intersecting/adjacent streets.

- Districts feel several off-site costs are not being recognized and that the rules should be augmented.
- School Safety is another component that the group felt was an issue.
- Some questions were asked:
 - What criteria can OPSC approve and what are they not authorized to approve?
 - What will the state pay for up-front and what costs are they not going to cover?
 - What actions can the EWG look at that can be resolved?
 - What is the set timeframe for the actions at issue?
- The comment was made to look at issues that the EWG group can obtain closure on and not at the issues that will be difficult to close. Those issues that require changing or clarifying regulations have a longer timeframe to completion and may need a long term focus to achieve the desired results.

Action Item

At the next meeting, Dave Zian and Jenny Hannah will frame the issues clearly, make recommendations and present to the group.

Sub-Group Updates

No meetings have been held in the past two months.

The three sub-groups below may need to be addressed in more detail since the legislature is looking into this area or we may want to table these items at this time.

- Cost of Building Schools Methodology
 - Dick Cowan has volunteered to be the chair of this sub-group.
 - This sub-group will be looking at the methodology of costs to build a school in CA.
 - The sub-group will research what data needs to be collected and what data is out there.
 - Only the methodology will be looked at and this may feed into the Grant Adequacy item.

Action Item

At the next meeting, Dick Cowan will identify recruitments, identify the first five steps in developing the methodology of determining the costs of building schools in CA, provide a clear objective statement, and put together a strategy for review by the EWG.

- Lease/Purchase
 - Note: The Lease/Purchase item is removed for now with no further action.
- Cost Containment/Life Cycle
 - Note: The Cost Containment/Life Cycle item is removed for now with no further action.

Follow-up

- Training
 - MOU members will be meeting on March 24, 2011.
 - A survey has been conducted with interested parties to identify desired training topics.

- Over 200 responses have been received requesting training. The field is looking for some clarity on issues that deal with CDE, OPSC, and DSA.
- It was suggested that a training schedule be developed that builds upon the previous training; developing into a strategic progression.
- It was suggested that training focus include hot topics.
- It was stated that communicating available training will be a challenge that will need to be addressed.

Action Item

At the next meeting, all three department representatives will provide a report out on training; identify the members of the group; develop an action plan and present recommendations to the EWG.

- Configuration of EWG
 - DTSC Invitation
 - It was suggested that the DTSC be invited to the EWG meetings as they would have great value and could be helpful in evaluating cost. Having the DTSC perspective is useful in understanding school business and the challenges of school districts.
 - Members of the EWG voiced concern that inviting the DTSC was over-governing.
 - It was agreed that the appropriate DTSC person be identified and invited to the EWG meetings.
 - The need to have a DTSC decision maker invited was emphasized.

Action Item

Identify the EWG member that will identify the appropriate DTSC member. The DTSC representative should be the Acting Director or one equivalent.

- Area Specialists
 - It was discussed that the EWG identify vacancies in order to determine the areas needing representation.
 - A comment was made that it may take some time for those that have not been involved to date to pick up the previous discussions and information; the current status and focus of the EWG.
 - It was stated that a good cross-section of representation is needed.

Action Item

The EWG members will take the list to determine suggested people to provide adequate representation in needed areas and bring suggestions to the next EWG meeting. It was suggested to remove Jolene Blankenship and Kat Reese from the list.

Next Steps

- Reconvene Sub-Groups
 - It was communicated that the Close-Out Certification sub-group reconvene and several EWG members volunteered to participate in this group.
 - It was stated that contractors should be at the table when decisions are made in the Close-Out Certification sub-group.

- The EWG communicated this is a major initiative that the group should focus on and resolve.
- Tom Duffy and Kurt Cooknick volunteered to be co-chairs of the Close-Out Certification sub-group. It was suggested that two chairs from different areas would serve the sub-group with a balanced focus.
- Additional volunteers are: Eric Bakke, Gary Gibbs, Laura Knauss, Fred Yeager, David Karina (ACIA), Dick Cowan, Howard “Chip” Smith, Masha Lutsuk, and Craig Rush.

Action Item

By the next meeting, Tom Duffy and Kurt Cooknick will have a suggested action plan.

- EWG Guidelines and Documentation
- Next EWG Meeting Agenda
 - Quarterly meetings were raised and the decision was made to continue with the monthly meetings.
 - It was suggested that meeting minutes highlight Action Items with specific people, assignments and due dates noted for accountability purposes and align with the agenda.
 - It was noted that the January and February EWG meetings did not have prepared deliverables so the agenda did not contain Action Items. However, the January and February items were carried forward from the December meeting where the action items were identified.
 - There was concern that the meetings were not scheduled out far enough for all the EWG members to react.
 - It was agreed that the EWG meetings would align with the IMP meetings, the second Thursday of each month, from 2:00 p.m. to 5:00 p.m. in the large conference room on the 8th floor of the Ziggurat.
 - **Note: The next EWG meeting will be held on March 17, 2011, from 2:00 p.m. to 5:00 p.m., an exception to the regularly scheduled meeting the second Thursday of each month.**

Action Item

Collective discussion/open forum item will be added to the end of the agenda to communicate new issues – at some point the Ombudsman may be the appropriate forum for this activity.

Action items, assignments and due dates will be reflected on the agenda to create accountability allowing action items to be completed and new issues addressed.