

Project Feedback Process Workgroup

Meeting Agenda

October 17, 2024

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Location: via Teams

Meeting ID: 235 043 198 336 **Passcode:** GhdfhA

Committee Members: (14 members, 8 = Quorum*)

Dave Johnson – Co-Chair, General Contractors

Kurt Boyd, Specialty Contractors

Marvin Doster, General Contractors

Lekha Fernandes, OMWBE

Bobby Forch, Jr., Disadvantaged Businesses

Thomas Golden, Design Industry-Architects

Art McCluskey, Owners, General Public

Jeff Gonzalez – Co-Chair, Owners, State

Karen Mooseker, School Districts

Mike Pellitteri, Specialty Subcontractors

Irene Reyes, Private Industry

Linneth Riley Hall, General Owner

Robynne Thaxton, Private Industry

Olivia Yang, Higher Ed

*** Informed Proxies Count Toward quorum**

AGENDA

11:00am	Welcome & Introductions	Information
11:05	Approve Agenda	Action
11:07	Approve Minutes from 9/19/2024	Action
11:10	Report out from CPARB Meeting	Discussion
11:20	Review Post-Incident Process Implementation Details	Discussion
12:10	Determine action items that could be transferred to other committees	Discussion\ Action
12:25	Next Meeting Agenda	Discussion
12:30pm	Adjournment	

Workgroup Parking Lot:

1. Who can stakeholders reach out to when they identify an issue or grievance? (*Clearinghouse, Discussion Forum*)
2. What are the steps to take once an issue has been identified? **Create a Form with guidelines and protocols? Follow-up form when a complaint has been identified?**
 - If there is a form that can be filled out and submitted online, and who would check the inbox and respond to issues?
 - What is the process of closing the loop?
 - What is the level of documentation needed as issues or complaints arise?
3. Owner Preparedness – examples what an ideal application will look like, what to avoid, links to best practices documents, etc.