

Committee Members: (14 members, 8 = Quorum)

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| X Dave Johnson <i>Co-Chair</i> , General Contractors | X Art McCluskey, Owner General Public |
| X Jeff Gonzalez, <i>Co-Chair</i> , Owners State | X Karen Mooseker, School Districts |
| Kurt Boyd, Specialty Subcontractors | X Mike Pellitteri, Specialty Subcontractors |
| Marvin Doster, General Contractors | Irene Reyes, Private Industry |
| X Lekha Fernandes, OMWBE | Linneth Riley Hall, General Owner |
| Bobby Forch, Jr., Disadvantaged Businesses | X Robynne Thaxton, Private Industry |
| X Thomas Golden, Design Industry-Architects | X Olivia Yang, Higher Ed |

Guests:

Monique Martinez, DES Staff
Sharon Harvey Hughes, OMWBE
Claire Hornacek, MFA

Co-Chair Jeff Gonzalez called the meeting to order at 11:06 a.m. A quorum was established.

1) Review and approve agenda - Action

Co-Chair Gonzalez reviewed the agenda and asked the group for any edits before proceeding.

Lekha Fernandes moved, seconded by Robynne Thaxton, to approve the agenda. The motion was approved by a voice vote.

2) Approve minutes from 9/19/2024 – Action

Co-Chair Gonzalez asked the group for any edits to the meeting minutes from September 19, 2024.

Dave Johnson moved, seconded by Mike Pellitteri, to approve the meeting minutes. The motion was approved by a voice vote. Lekha Fernandes abstained from the vote, as she was not present at that meeting.

3) CPARB presentation of approved Post-Incident Process – Discussion/Action

- a) Co-Chair Dave Johnson reviewed the meeting with CPARB on the Post-Incident Process. Two meetings ago, the Post-Incident Process was proposed to CPARB, who provided feedback. The main piece of feedback was to ensure there was a feedback loop back to the person who brought the issue up and make sure it was resolved with them. He noted that is included in the current version of the Post-Incident Process. At the most recent CPARB meeting, CPARB approved for this committee to move forward with the Post-Incident Process as it was drafted.
- b) Co-Chair Johnson noted there were a few things that the committee needs to look at for implementation. There are some nuances and details of how to actually implement a process, for example, using a form or a link on the website to facilitate that. He said they will talk through that in the next section of this meeting, but essentially, the process was approved through CPARB, and this committee can move into implementation of the Post-Incident Process.
- c) Co-Chair Gonzalez shared his screen to show the group what was presented to CPARB.
- d) Co-Chair Johnson recalled some of the open items as far as implementation that the committee

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has to think through, such as how to gather input—whether from a form or a link on a website—and how that gets implemented as an issue. Secondly, they need to come up with a log of issues and document them as they get resolved. He asked if Co-Chair Gonzalez had anything else to add.

- e) Co-Chair Gonzalez mentioned that Talia Baker has an example of a log that she uses for other purposes that could be modified for this task. They would then just have to create a form or link on the CPARB web page that sends an e-mail out.
- f) Lekha noted that the committee has open meeting minutes and asked if this log would be required to be public and posted on the website. She also asked if they would leverage the AG's office a bit more, noting there is a cost attached with that. She asked if DES was aware of that and whether they would need to put in a fiscal note. She said she would not want to end up in a situation where that service couldn't be paid for.
- g) Co-Chair Johnson said that as far as the law being public or not, it's been discussed but is another detail that needs to be clarified in addition to where that log resides and what type of access they have for it. The fiscal note did get brought up before as a potential item to discuss. He added that only a couple of these issues have come up over the last five to six years. He said it's possible that with a codified, open process, maybe they would see more because they might have been buried before and never actually elevated. He acknowledged that Lekha's questions were good points and they might have some additional requirements from the AG's office.
- h) Lekha said if it remains light, they likely will not need a fiscal note because they have sporadically used the AG's office in the past and this could be in line with normal use. She suggested they may want to wait and see how it plays out.
- i) Co-Chair Gonzalez asked Monique Martinez if she knew which log Talia created and how she manages it, and whether it resides on the website or if she sends something to CPARB. Monique said she was not sure of Talia's process, but she could follow up. She didn't think it was posted on the website.
- j) Co-Chair Gonzalez suggested that he, Co-Chair Johnson, and Monique work with Talia and come up with some examples to bring back to the group. Co-Chair Gonzalez agreed and suggested coming up with a sample form and a sample log.
- k) Lekha suggested they also ask about public access to the AG's office as well to avoid an additional discussion later. Co-Chair Gonzalez agreed.
- l) Co-Chair Johnson said they had discussed potentially reviewing Lekha's suggestion at the PRC meeting.
- m) Robynne said she wanted to make sure that CPARB or the PRC heed the Public Records Act. As this plan gets developed with the AG's office, she asked for clarification on what is and what is not public record.
- n) Thomas Golden asked if the outline Co-Chair Gonzalez had shared on his screen would be published on a website or made available to the public as an outline of the process for somebody who might actually have a complaint.
- o) Co-Chair Johnson said the plan was to have a public outline. The next step is to educate people of this process and what the issues are. This would be another item to follow up on. He asked if anyone had additional thoughts or discussion on implementation.
- p) Lekha added that she was excited about this development and that if people need it, they will leverage it. It's a good way to get people engaged who are looking for those kinds of answers

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and support.

- q) Co-Chair Johnson reiterated that he and Co-Chair Gonzalez's next steps are to develop the form, develop a log, and then figure out what portions need to be available to the public. He suggested that after that, they can bring their developments back to the next meeting to get approved by this committee and hopefully move that portion forward and get it implemented by the first of the year.
- r) Co-Chair Gonzalez asked for the committee to review their calendars to ensure that they can attend the next meeting on December 19, 2024, since they barely made quorum for this meeting.
- s) Mike Pellitteri suggested bumping the next meeting to January 2025 since the scheduled meeting was the week before the Christmas holiday. Robynne and Olivia agreed with this suggestion. Mike added that some extra time between the meetings would allow for more time to figure out next steps.
- t) Co-Chair Gonzalez said there was no meeting scheduled for January 2025 yet. He asked if the third Thursday of the month at 11:00 a.m. worked well for people. Committee members noted this time worked for them.
- u) Co-Chair Johnson said that would put the next meeting on Thursday, January 16, 2025. Robynne noted that if she cannot make the meeting on January 16, she would send a proxy. Co-Chair Gonzalez confirmed that the group agreed to cancel the December meeting and plan to meet on January 16, 2025.
- v) Robynne said it might take some time to coordinate with the AG's office so they should start reaching out now, especially with the upcoming holidays.
- w) Olivia asked Monique to send out a calendar invite for the January 16 meeting. Monique asked if she should set up a new series of meetings or extend the existing meeting series. Co-Chair Gonzalez said they could discuss how long to extend it, but it would be best to have them on the calendar and cancel them if need rather than try to schedule new meetings.

4) Determine action items that could be transferred to other committees – *Discussion/Action*

- a) Co-Chair Gonzalez moved the group towards discussing items that could be transferred to other committees. This committee had previously discussed the Board Development Committee and some of the strategic planning they were considering and whether this was a topic they wanted to look further into as this general feedback loop of best practices.
- b) Olivia added that the Education Connection Committee worked with MRSC and there will be a webinar in December on owner readiness that's somewhat related to this committee's discussions.
- c) Co-Chair Gonzalez noted that webinar is taking place on December 11 and it's more geared towards owners and owner preparedness. Through the Education Connections Committee he knows that there's been a lot of emphasis on some of the challenges at the PRC level and throughout the industry that tend to come up more often. The webinar is targeting a lot of those topics for discussion during the education trainings. He said the last training he attended talked about subcontractor bid packages and what is and is not appropriate, so that is being incorporated.
- d) Lekha added that she thinks the Board Development Committee will be looking at the role of the PRC with regards to this specifically. She thinks this is a great tool to prepare the Board Development Committee for what exactly is being shared and the current issues pending. She

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said the work done in this committee will be informative of the work they do. She noted there is a transition into Board Development with regards to the overarching aspects of PRC and the inclusion of this work in that space.

- e) Co-Chair Gonzalez mentioned that Linneth Riley Hall is now the CPARB Chair, and they discussed this issue and moving the discussion to that group.
- f) Lekha added that the transition to the PRC, like ensuring that those involved are very much aware of executing the process, is another piece that falls within the PRC team, but noted there will be a transition for this committee.
- g) Co-Chair Gonzalez said fortunately, Co-Chair Johnson is the Vice Chair of the PRC and next year will become the Chair, so that transition should be smooth.

5) Parking Lot Items – Discussion

- a) Co-Chair Gonzalez asked Monique to scroll down to the Workgroup Parking Lot on her screen to share with the group. He noted that he and Co-Chair Johnson would work on figuring out who stakeholders can reach out to when they identify an issue or grievance and what are the steps to take once an issue has been identified. The group can continue to discuss owner preparedness and examples of an ideal application, what to avoid, and links to best practices document.
- b) Lekha said she thinks some of the owner preparedness discussions could be moved to the Education Connection Committee.
- c) Co-Chair Gonzalez agreed and said some work has already been done on it. He said they would circle back on it.
- d) Co-Chair Johnson said he felt like this committee was running out of steam and proposed getting the forms done, getting the details figured out on how to implement the Post-Incident Process, meet again in January, identify if there are any outstanding issues that this committee wants to address, then move towards disbanding after the next meeting once this process is figured out.
- e) Robynne agreed with Co-Chair Johnson and noted that CPARB would be going through a strategic planning process so there will be a chance for input on which committees go forward. If this committee is done, a recommendation to disband would help that the CPARB strategic planning process.
- f) Olivia moved to adjourn the meeting. Co-Chair Gonzalez seconded her motion.

6) Action items

- a) Co-Chairs Gonzalez and Johnson will work on figuring out who stakeholders can reach out to when they identify an issue or grievance and what are the steps to take once an issue has been identified and the group can continue to discuss owner preparedness and examples of an ideal application, what to avoid, and links to best practices document.
- b) Co-Chair Gonzalez, Co-Chair Johnson, and Monique will work with Talia to come up with log examples to bring back to the group.

7) Meeting Adjourned at 11:31 a.m.