

## Project Feedback Process Workgroup

Meeting Agenda

April 18, 2024

Page 1 of 2

**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

11:00	Welcome & Introductions	Information
11:05	Approve Agenda	Action
11:07	Approve Minutes from 3/21/2024	Action
11:10	Refine Post Incident Process	Discussion\ Action
12:00	Discuss Forum for issues other than violations of 39.10	Discussion
12:25	Next Meeting Agenda	Discussion
12:30	Adjournment	

### Action Items:

1. Co-Chair Jeff Gonzalez and Co-Chair Dave Johnson to draft a flow chat that captures the process and steps identified and discussed by this group so far.
2. Talia Baker to discuss with DES communications department regarding options to embed or link a form on CPARB's website.

### 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. (1:1, contacting local trade association, bring to CPARB, use legislation changes only as a last resort)
4. Who has the accountability authority? (Auditor's Office? AG?)
5. What are the metrics/issues? (*How/what to track*)
6. What are the consequences of not complying with the statute? (*Levels of Escalation: Delay in project\cert approval by 30-60 days? Attend CPARB meeting to report on how resolved issue/complaint?*)
7. What is the best way to educate the community? (*Best Practices, Lessons Learned, Education Conn. Comm. resources*)
8. How can the information regarding feedback\grievances and consequences of noncompliance be distributed? (*Clearinghouse/Library of Issues for future reference if applicant comes back to PRC*)
9. Owner Preparedness – examples what an ideal application will look like, what to avoid, links to best practices documents, etc.

## **Project Feedback Process Workgroup**

Meeting Agenda

April 18, 2024

Page 2 of 2

Notes:

- 1) Identify issue. ✓
- 2) Lowest level contact
- 3) Letter of notice – CPARB\PRC Chairs?

Dave & Jeff start 1<sup>st</sup> Draft ✓

How to collect issue date (trigger) (online form?) – add to Parking Lot

What level of documentation to collect info/respond?

Documentation via PRC inbox? Through PRC homepage?

Identify how to validate issue is an actionable concern.

Review Issue flowchart

How to start input, how to collect, next steps