

Project Feedback Process Workgroup

Meeting Agenda

November 16, 2023

Page 1 of 1

Location: via Teams

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

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

Dave Johnson – Co-Chair

Kurt Boyd

Marvin Doster

Lekha Fernandes

Bobby Forch, Jr.

Thomas Golden

Art McCluskey

Jeff Gonzalez – Co-Chair

Karen Mooseker

Mike Pellitteri

Irene Reyes

Linneth Riley Hall

Robynne Thaxton

Olivia Yang

* *Informed Proxies Count Toward quorum*

AGENDA

11:00	Welcome & Introductions	Information
11:05	Approve Agenda	Action
11:07	Approve Minutes from 10/19/2023	Action
11:10	Review of Example of Issues Reported	Discussion\ Action
11:20	Post-Incident Approach <ul style="list-style-type: none">• Incident report• Incident response• Incident data collection	Discussion
12:00	Next Meeting Agenda	Discussion
12:30	Adjournment	

Action Items:

1. All members to think about and send Co-Chair Jeff Gonzalez and Co-Chair Johnson examples of issues related to projects and certifications.
2. The committee Co-Chairs will sort them by owner preparedness issues and post-incident issues.

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?**
(*1:1, contacting local trade association, bring to CPARB, use legislation changes only as a last resort*)
3. Who has the accountability authority? (Auditor's Office? AG?)
4. What are the metrics/issues? (*How/what to track*)
5. 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?*)
6. What is the best way to educate the community? (*Best Practices, Lessons Learned, Education Conn. Comm. resources*)
7. 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*)
8. Owner Preparedness – examples what an ideal application will look like, what to avoid, links to best practices documents, etc.