

## Project Feedback Process Workgroup

Meeting Agenda

September 19, 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 6/20/2024	Action
11:10	Review of Preventative Measures approved by the PRC	Discussion
11:20	CPARB presentation of approved Post-Incident Process	Discussion
11:25	Discuss Forum for issues other than violations of 39.10	Discussion\ Action
11:40	Continue review of remaining parking lot items	Discussion
12:20	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.