**Public School Capital Construction Assistance Board (CCAB) Meeting Minutes**

|  |  |
| --- | --- |
| **Date & Time:** | Thursday, November 16, 2023 - 1:00pm-3:30pm |
| **Location:** | Virtual – Microsoft Teams |

|  |  |  |
| --- | --- | --- |
| **Capital Construction Assistance Board Members:** | | |
| Jane Crisler – Chair | Vaishali McCarthy | Michael Wailes |
| Wendy Wyman – Vice Chair | Matt Samelson | George Welsh |
| Kevin Haas | Lara Vincent |  |

|  |  |
| --- | --- |
| I. | **Call to Order:** Meeting called to order by Jane Crisler at 1:03pm |
| II. | **Roll Call:**  Members Present: Kevin Haas, Matt Samelson, Lara Vincent, Michael Wailes, George Welsh, Wendy Wyman, Jane Crisler  Absent: Absent: Vaishali McCarthy  Guests: Joe Peters, Blake McCracken (Attorney General’s Office) |
| III. | **Approve Agenda:**  Motion moved: George Welsh - *Approve agenda as presented.*  Second by: Wendy Wyman  All for: Kevin Haas, Lara Vincent, George Welsh, Wendy Wyman, Jane Crisler  Absent: Vaishali McCarthy, Matt Samelson, Michael Wailes  All opposed: None  Motion passed |
| IV. | **Approve Minutes: October 19, 2023**  Motion moved: George Welsh - *Approve Minutes as written.*  Second by: Kevin Haas  All for: Kevin Haas, Lara Vincent, George Welsh, Wendy Wyman, Jane Crisler  Absent: Vaishali McCarthy, Matt Samelson, Michael Wailes  All opposed: None  Motion passed |
| V. | **Board Report:** None |
| VI. | **Staff Report:**   * Working on filling the last CCAB vacancy. Still waiting to hear back on our recommendation. * Andy attended National Council on School Facilities meeting recently. * Overview of recent coordination and collaboration of BEST staff. * Fowler will have a ribbon cutting ceremony for their recently completed project on December 4th. * Walsenburg will also have a ribbon cutting ceremony on January 15th. |
| VII. | **Discussion Items:**   1. August Retreat Priorities/Policy Review    * Staff reviewed state policy and best practice with the Office of the State Architect and will add dollar thresholds to the FY25 BEST application/agreement to clarify when and how professional services and construction services must be competitively procured. BEST also provides written process for procurement. This will be revised accordingly as time allows.    * Andy reviewed draft language prepared by staff.    * The CCAB asked questions and provided feedback. 2. Legislation Discussion    * Andy shared a draft slide deck for COPs. 3. FY24 Backup Project Discussion    * The group reviewed the current status on the FY24 awarded projects and back up projects affected by the November election results. 4. Board Training and responsibilities    * Andy gave an overview of CCAB responsibilities.    * Joe Peters conducted annual required CCAB training, including an overview of open meeting, open records and CORA laws as well as best practices. |
| VIII. | **Future Meetings:**   * December 21, 2023 – No Meeting * January 18, 2024 - Virtual * February 15, 2024 - Virtual |
| IX. | **Public Comment:**  None |
| X. | **Adjourn:** Meeting Adjourned by Jane Crisler at 2:32pm |