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

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

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

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| 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 CrislerAbsent: Absent: Vaishali McCarthyGuests: Joe Peters, Blake McCracken (Attorney General’s Office) |
| III. | **Approve Agenda:**Motion moved: George Welsh - *Approve agenda as presented.*Second by: Wendy WymanAll for: Kevin Haas, Lara Vincent, George Welsh, Wendy Wyman, Jane CrislerAbsent: Vaishali McCarthy, Matt Samelson, Michael WailesAll opposed: NoneMotion passed |
| IV. | **Approve Minutes: October 19, 2023**Motion moved: George Welsh - *Approve Minutes as written.*Second by: Kevin HaasAll for: Kevin Haas, Lara Vincent, George Welsh, Wendy Wyman, Jane CrislerAbsent: Vaishali McCarthy, Matt Samelson, Michael WailesAll opposed: NoneMotion 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.
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| 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.
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| VIII. | **Future Meetings:** * December 21, 2023 – No Meeting
* January 18, 2024 - Virtual
* February 15, 2024 - Virtual
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| IX. | **Public Comment:** None |
| X. | **Adjourn:** Meeting Adjourned by Jane Crisler at 2:32pm |