


| Meeting Minutes  |   |
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| <b>Committee:</b> County Facilities Plan Steering Committee<br>Phase 4.0   | <b>Date:</b> 2/13/2020  |
| <b>Location:</b> 633 West Wisconsin Ave., CR 633 Room 906  | <b>Meeting Sequence 80</b>  |
| <b>Committee Voting Members in Attendance:</b><br>Jim Tarantino, Stu Carron, Aaron Hertzberg, Greg High, Peter Nilles, Tom Travia, John Westrich, Erica Hayden, Shawn Sullivan<br><br><b>Other Attendees:</b><br>Sean Hayes, Adam Stehly, Rolf Kemen, Vince Masterson, Mike Parker |  |

Approval of January 16, 2020 CFP Meeting Minutes

**Action:** A motion to approve the meeting minutes was seconded, motion passed unanimously.

1. County Facilities Plan System Update

No items.

2. County Facilities Plan Project Requests

a. Property Management

i. 2019-035 – Wilson Sr. Center warming center rental agreement

**Action:** A motion to recommend approval of the rental agreement was seconded, motion passed unanimously.

ii. 2020-001 – Ronald McDonald House property transfer

**Action:** A motion to recommend approval of the property transfer was seconded, motion passed unanimously.

iii. 2020-002 – CFSPM draft lease

**Action:** A motion to recommend approval of the draft lease for presentation to the County Board, to continue negotiation with Medical College of Wisconsin on terms, and to review the final negotiated lease at a future date, was seconded, motion passed unanimously.

b. Move Management

No items.

c. Property Improvements

i. CFP Steering Committee review of capital requests

Informational only, no action taken.

d. New Footprint

i. DHHS future state

Informational only, no action taken.

- e. Contractual Obligations  
No items.
- f. Centralized Facilities Management Process Improvements
  - i. Lease repair and maintenance AMOP  
Informational only, no action taken.
- 3. County Facilities Plan Strategy Updates
  - a. County-wide administrative space strategic facility plan  
Informational only, no action taken.
- 4. New Business
  - a. CFP Steering Committee should review previously-recommended space standards for offices and workstations, and provide an endorsement of space standards for future facility planning projects. This item will be discussed in more detail at a future CFP Steering Committee meeting.  
Informational only, no action taken.
  - b. The bids for job order contracting (JOC), an alternate form of project delivery, were opened on February 12. Award of contracts is anticipated in the near future. JOC may be a suitable alternative for departments to complete necessary projects using either capital or operating budgets. CFP Steering Committee approval of projects is still required if projects meet project size thresholds, no matter how the projects are intended to be delivered. DAS-FMD AE&ES staff can provide more detail on the use of JOC for projects.  
Informational only, no action taken.
  - c. Based on general requests from the County Board and discussions with select County Board supervisors, the CFP Steering Committee should plan on providing informational or action reports to the County Board on a more regular cycle. Reports summarizing CFP Steering Committee activities and achievements were being provided at least annually about five years ago.  
Informational only, no action taken.
- 5. Tabled Topics & Projects  
No items.
- 6. Announcements  
No items.
- 7. Adjournment