


Meeting Minutes	
Committee: County Facilities Plan Steering Committee Phase 4.0	Date: 7/15/2021
Location: teleconference	Meeting Sequence 112
Committee Voting Members in Attendance: Adam Stehly (as proxy for Aaron Hertzberg), Peter Nilles, Tim Christian, John Blonien	

Please note, there was no quorum at this meeting, so no action was taken on any of the items on the agenda.

1. Approval of CFP meeting minutes
2. County Facilities Plan System Update (informational only)
 - a. AMOP 10.02.01 – Lease repair and maintenance responsibilities

The CFP Coordinator requested input from others on if the existing AMOP 10.02.01 regarding the division of responsibilities at leased facilities is being documented as laid out in the AMOP.
 - b. CFP review of project funded out of operating budgets

The CFP Coordinator requested assistance in identifying facility improvement projects that are funded out of a County tenant department's operating budget, in accordance with the current CFP charter. See Paragraph 3.a.iii:

 - iii. *Facility Improvements.*
 1. *Improvements to existing County facilities that are estimated to cost greater than \$100,000, and that are funded out of the capital budget.*
 2. *Improvements to existing County facilities that are estimated to cost greater than \$25,000, and that are funded out of the County tenant operating budget.*

It appears there are a number of projects that meet the requirements of the CFP charter that have not been brought to the CFP Steering Committee for review. Please provide suggestions on how to capture those projects.
3. County Facilities Plan Project Requests

No items.
4. County Facilities Plan Strategy Updates (informational only)
 - a. Coggs strategy

Planning and strategizing existing and future projects and requirements continues. The CFP Steering Committee should anticipate reviewing and endorsing the updated five-year CIP in the near future.

b. Administrative Space Strategic Facility Plan (informational only)

The consulting team will provide a summary of the report findings and recommendations at the July 29 CFP Steering Committee meeting. The report will also be reviewed with the County Executive on August 17, and is anticipated to be shared with the County Board later in 2021.

c. Kozy Community Center study

The project has kicked off, and the consultants have been collecting data and have drafted a public engagement plan. The consultant is on schedule, and still anticipates completing the study for presentation to the Parks, Energy and Environment Committee in the December cycle.

5. New Business (informational only)

a. UW Extension has expressed an interest to relocate back into a County facility, to better coordinate with County resources and to save money. Facilities Planning staff will be developing the updated program with UW Extension staff starting shortly.

b. DHHS-BHD continues to explore co-location with community partners, and is currently developing operating agreements and negotiating lease terms with three such partners:

- i. Community Health Care location at MHSI at N. 82nd Street and W. Silver Spring Drive (CFP project 2018-014)
- ii. Wraparound Wellness Clinic at WCS, N. 26th Street and W. North Avenue (CFP project 2021-005)
- iii. Crisis mobile at Outreach CHC, N. 2nd Street and W. Capital Drive (CFP project 2021-011)

Facilities Planning, DAS-IMSD and DAS-ED staff are working with DHHS-BHD on each of the locations

c. DAS-PSB is wrapping up its food service report, to define recommended changes to food service at the CJF, HOC and Vel Phillips. The main report provides capital recommendations for new kitchen equipment at HOC and CJF, and new traying systems. The report also provides more information to support development of a culinary program at Vel Phillips. Finally, the report provides recommendations for operations and food service contract management.

6. Tabled Topics & Projects

No items.

7. Announcements

No items.

8. Adjournment