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Citizen's Advisory Committee  
Sub-Committee Meeting  
March 23, 2006  
Stephen P. Clark Center  
111 NW 1 Street  
13<sup>th</sup> Floor Conference Room B  
8:30 AM

### Meeting Minutes

#### **CAC MEMBERS PRESENT:**

Barbara Bisno  
Alain Rubin  
Ann Pope

Alain Lecusay  
George Lindemann

#### **OTHERS PRESENT:**

George Navarrete, OCI  
Ana Watson, OCI  
Roger Hernstadt

Jose A. Galan, OCI  
Roslyn Alic-Batson, OCI  
Juana Rodriguez, OCI

#### **PROCEEDINGS:**

The Citizen's Advisory Subcommittee meeting was convened at 9:00 AM on Thursday, March 23, 2006.

Mr. George Navarrete Chief, GOB Project Scheduling & Compliance from the Office of Capital Improvements gave an overview of the 180-Day Report which is a report that identifies projects that are more than 180 days behind.

Mr. Navarrete went over the information contained in the agenda package and explained to the Sub-committee that the Chairwoman was looking for the ability to identify projects that were behind and to determine a possible solution.

Mr. Navarrete whet over the 2005 Site Executive Summary Report which shows the total number of projects and sites. Of 431 sites, the report identified 24 as being red (late over 180 days). The information in the database was reviewed and errors where corrected. Once this happened, it was determined that only 4 sites of the 431 were behind schedule at least 180 days.

Ms. Ana Watson from the Office of Capital Improvements also discussed the spreadsheet and mentioned to the sub-committee how the process worked and the different steps followed to insure adherence to the project schedule.

Ms. Watson explained that when a project appears to be falling behind schedule a meeting with the department carrying out the project is scheduled to try to cure the problems or potential problems. Sometimes the Board makes changes to the scope resulting in a change in baseline dates. OCI is there to provide administrative and technical support as needed.

The County Manager receives weekly, monthly, quarterly and a yearly reports on the status of the Bond Program.