

Trial Court Facility Modification Advisory Committee Meeting

January 16, 2015

Call to Order and Roll Call

- Chair Call to Order and Opening Comments
- Roll Call
 - Trial Court Facility Modification Advisory Committee Chair
 - Trial Court Facility Modification Advisory Committee Members
 - Real Estate and Facility Management
 - Capitol Program Staff
 - Guests

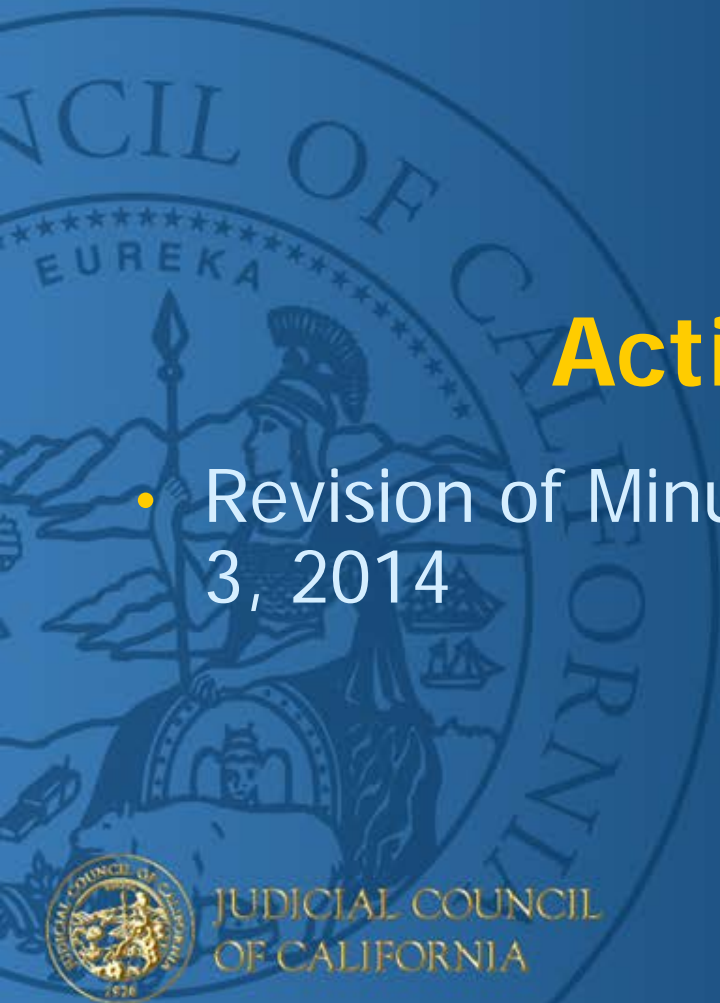


Consent Calendar

- Minutes from meeting on December 15, 2014

Action Item 1

- Revision of Minutes from meeting on November 3, 2014



Action Item 2

List A – Emergency Facility Modification Funding (Priority 1)

- There were 51 new Priority 1 FMs this period
- Total estimated FM Program budget share is \$841,252
- P1 budget project is tracking \$1M higher than planned due to Napa Earthquake.



Action Item 3

List B – Facility Modifications Less than \$50k (Priority 2)

- There were 64 new FMs Less than \$50k this period
- Total estimated FM Program budget share is \$619,677
- Maintaining current rules that restricts funding to \$50K for Priority 2 FMs only
- Funding is tracking at a potential of \$1M below projected budget





Action Item 4

List C – Cost Increases Over \$50k

There were three cost increases in excess of \$50,000, totaling \$316,475, with a total cost increase of \$286,383 to the FM Program Budget.

Action Item 4

List C – Cost Increases Over \$50k

County	Building	Building ID	FM ID	Original Funded Cost	Current Cost Estimate	Amount of Increase
Los Angeles	Beverly Hills Courthouse	19-AQ1	FM-0049352	\$78,576	\$129,747	\$51,171

Reason for Increase : Security Needs - Provide 2 unarmed Security Guards on site daily from 7:30 am to 5pm for the duration of the project. 10 hours daily, 5 days a week for 4 weeks. Facility not designed for proper security envelope. Public is able to enter the secure space via the parking garage elevator. Guard in place to prevent this during construction.

Notes:

FM Program Budget share is 79.52%, therefore cost increase to FM Program Budget is \$40,691.



Action Item 4

List C – Cost Increases Over \$50k

County	Building	Building ID	FM ID	Original Funded Cost	Current Cost Estimate	Amount of Increase
Los Angeles	Van Nuys Courthouse West	19-AX2	FM-0052291	\$88,667	\$153,000	\$64,333

Reason for Increase: Plumbing - Fabrication and installation of security fencing around the new Aboveground Storage Tank. Repair cracked drain line. Security fencing needs to be installed around the Aboveground Storage Tank for security issues. Drain line was damaged during excavation of the Underground Storage Tank.

Notes:

FM Program Budget share is 80.48%, therefore cost increase to FM Program Budget is \$51,775.

Action Item 4

List C – Cost Increases Over \$50k

County	Building	Building ID	FM ID	Original Funded Cost	Current Cost Estimate	Amount of Increase
Santa Barbara	Santa Maria Courts Building G	42-F5	FM-0052984	\$16,171	\$217,142	\$209,520

Reason for Increase: Exterior Shell - Mold Remediation in Secured Stairwell/Public RRs - Remove 300SF dirt/landscape, HVAC relocation, trench to add 2-layer trench drain & critical barrier. Remove/dispose/restore 1,500SF interior finishes/moldy drywall. Water intrusion to stairwell, men's and women's restroom; Water intrusion from the exterior caused damage to the buildings foundation and basement area.

Notes:
 FM Program Budget share is 96.49%, therefore cost increase to FM Program Budget is \$193,917.



Action Item 4

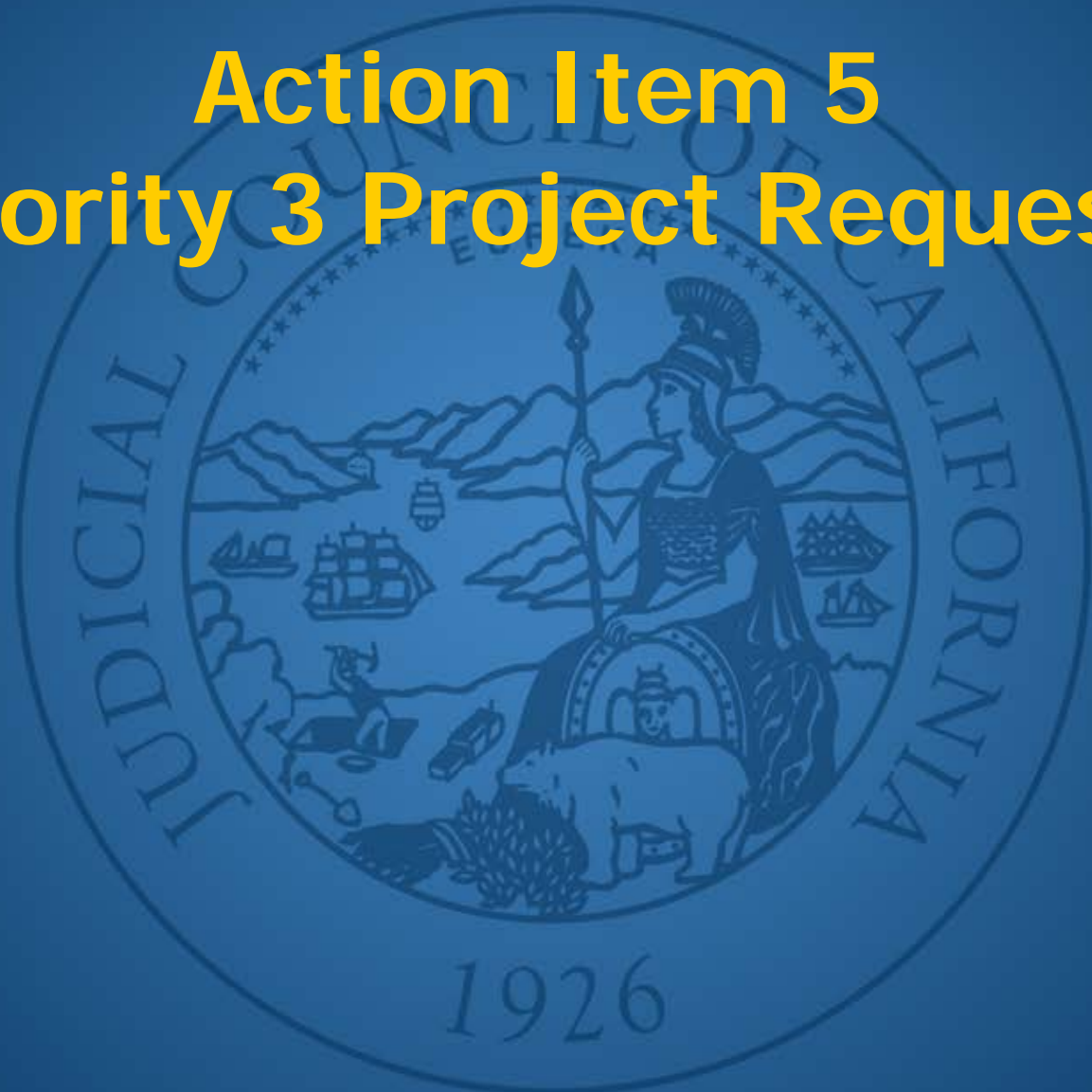
Summary of List C – Cost Increases Over \$50k

FM Number	County	Building	Total Cost Increase to FM Program Budget
FM-0049352	Los Angeles	Beverly Hills Courthouse	\$40,691
FM-0052291	Los Angeles	Van Nuys Courthouse West	\$51,775
FM-0052984	Santa Barbara	Santa Maria Courts Building G	\$193,917
	Total		\$286,383



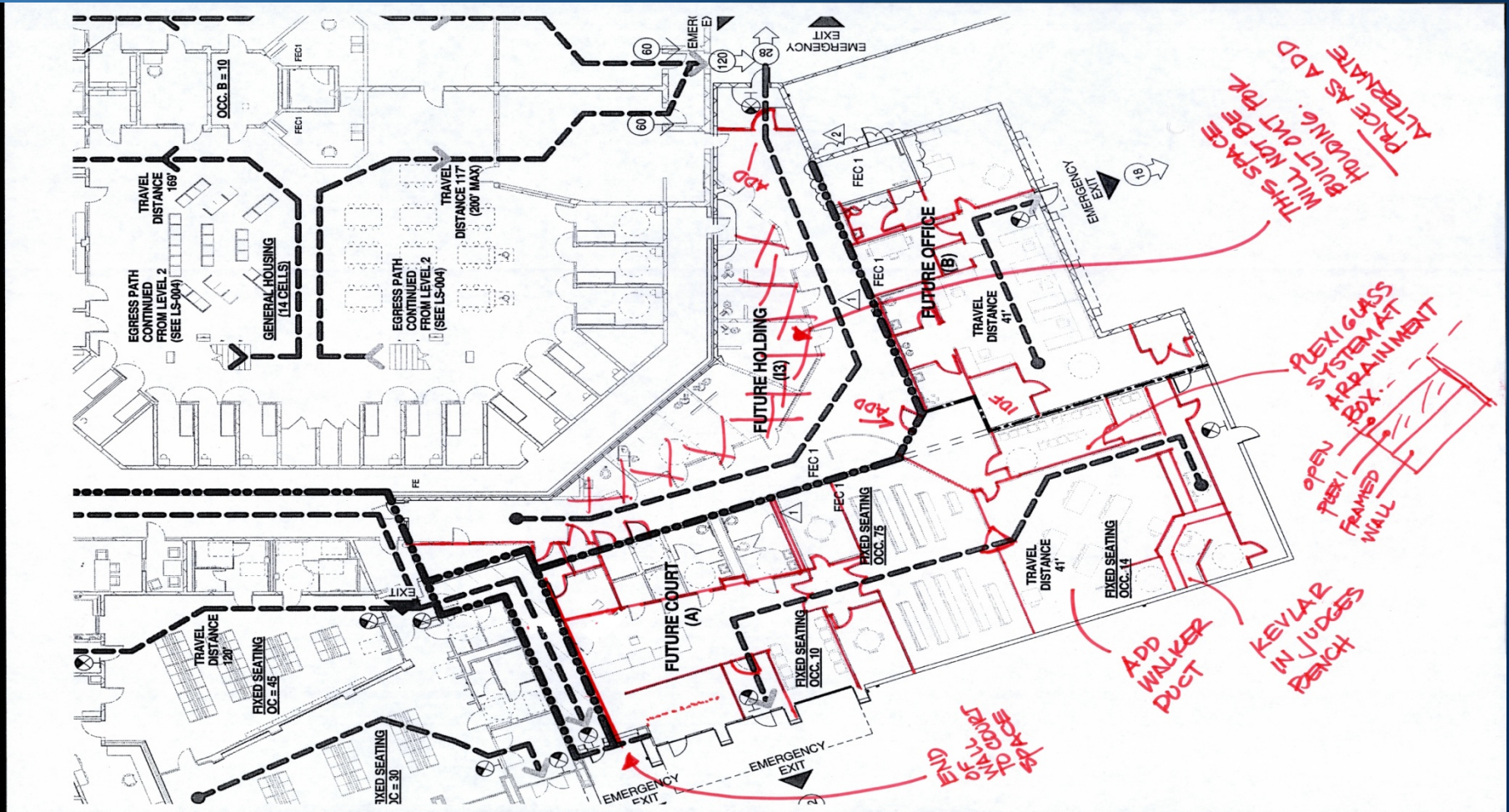
Action Item 5

Priority 3 Project Requests



Placer Superior Court Project

- FM-0044228 – Add Arraignment Court in new County Jail Facility – Potential Project ROM - \$2.7M



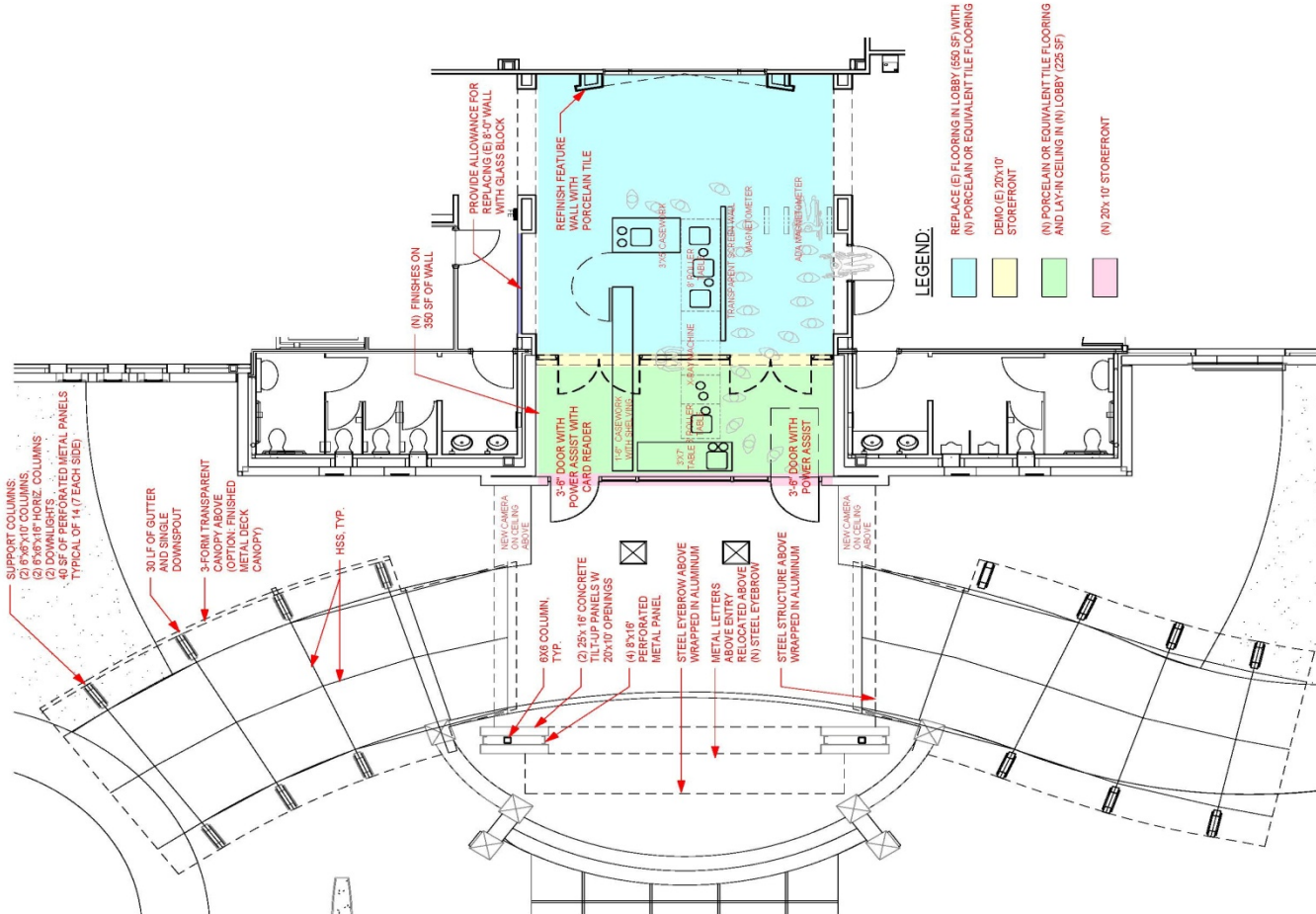
Placer Superior Court Project

- Project Merits:
 - Allows for closure of remote Auburn Facility
 - Consolidates court & county operations
 - Improves court security
 - County potential to partner in project costs for Holding.
- Current Status
 - Prioritized as Priority 3
 - Project ROM is \$2.7M, JCC share \$1.8M, Holding \$900k
 - FM Budget may allow limited P3 funding in January or March.



Merced Superior Court Project

- FM-0044228 – Add Security Vestibule to the facility. Potential Project ROM - \$683k



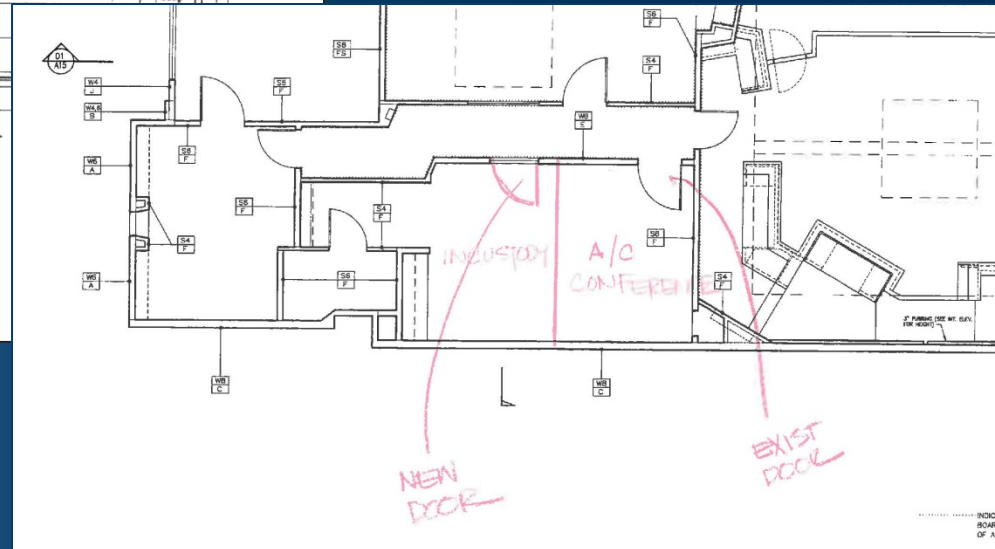
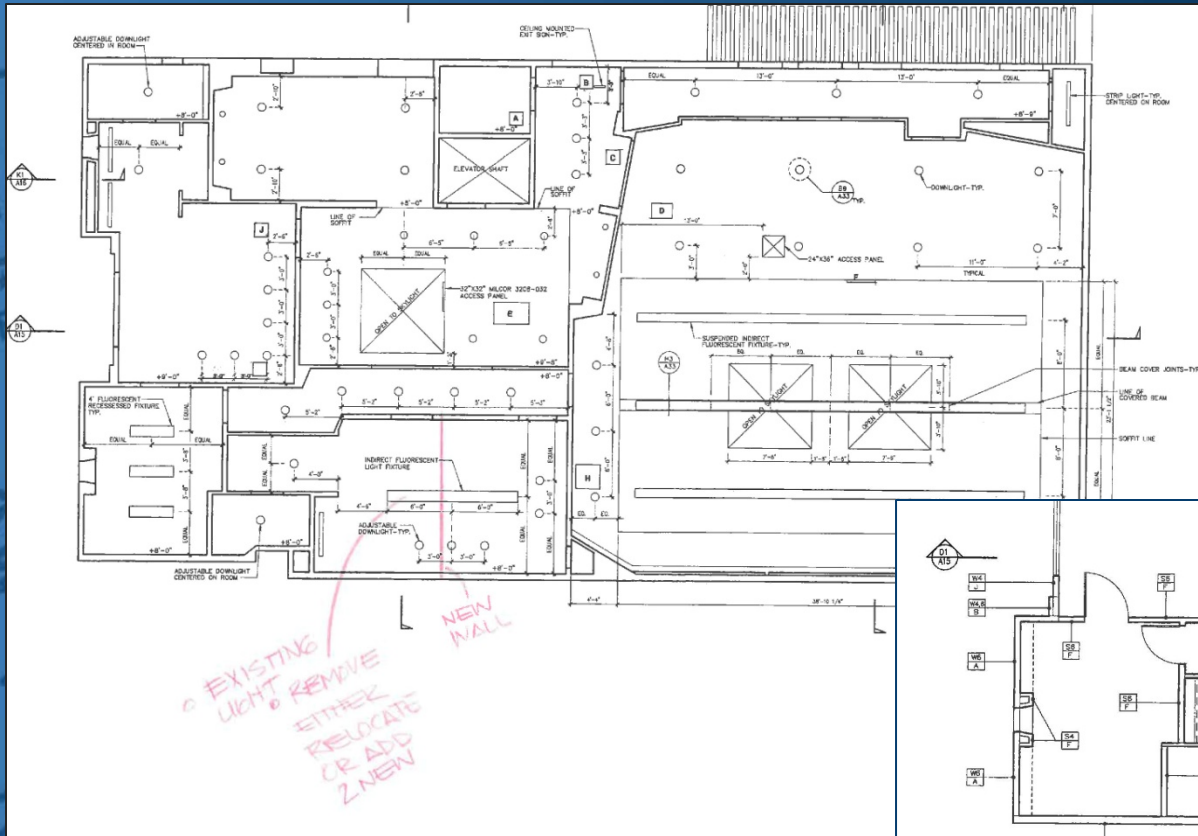
Merced Superior Court Project

- Project Merits:
 - Improves Public access to Justice
 - 2013 had 418,700 court patrons through security
 - Improves court security
 - Was part of County original Design
- Current Status
 - Prioritized as Priority 3
 - Project Budget is \$634,000
 - Currently Security Enhancements have not been approved by the committee for funding.



Santa Barbara Superior Court Project

- FM-0054053 – Construct 3 Attorney/Client Mtg Rms - \$67,154k



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Santa Barbara Superior Court Project

- Project Merits:
 - Allows court to improve operational efficiency consolidating operations into existing space.
 - Critical confidential meeting space is provided.
 - Allows court to relocate storage and eliminate Court funded lease.
- Current Status
 - Prioritized as Priority 3
 - Project Budget is \$67,154 / ROI – 1.37 yrs.
 - Project preliminary scope development is complete.



Nevada Superior Court Project

- FM-0052321 – Install a 27' glass Security Barrier - \$25k



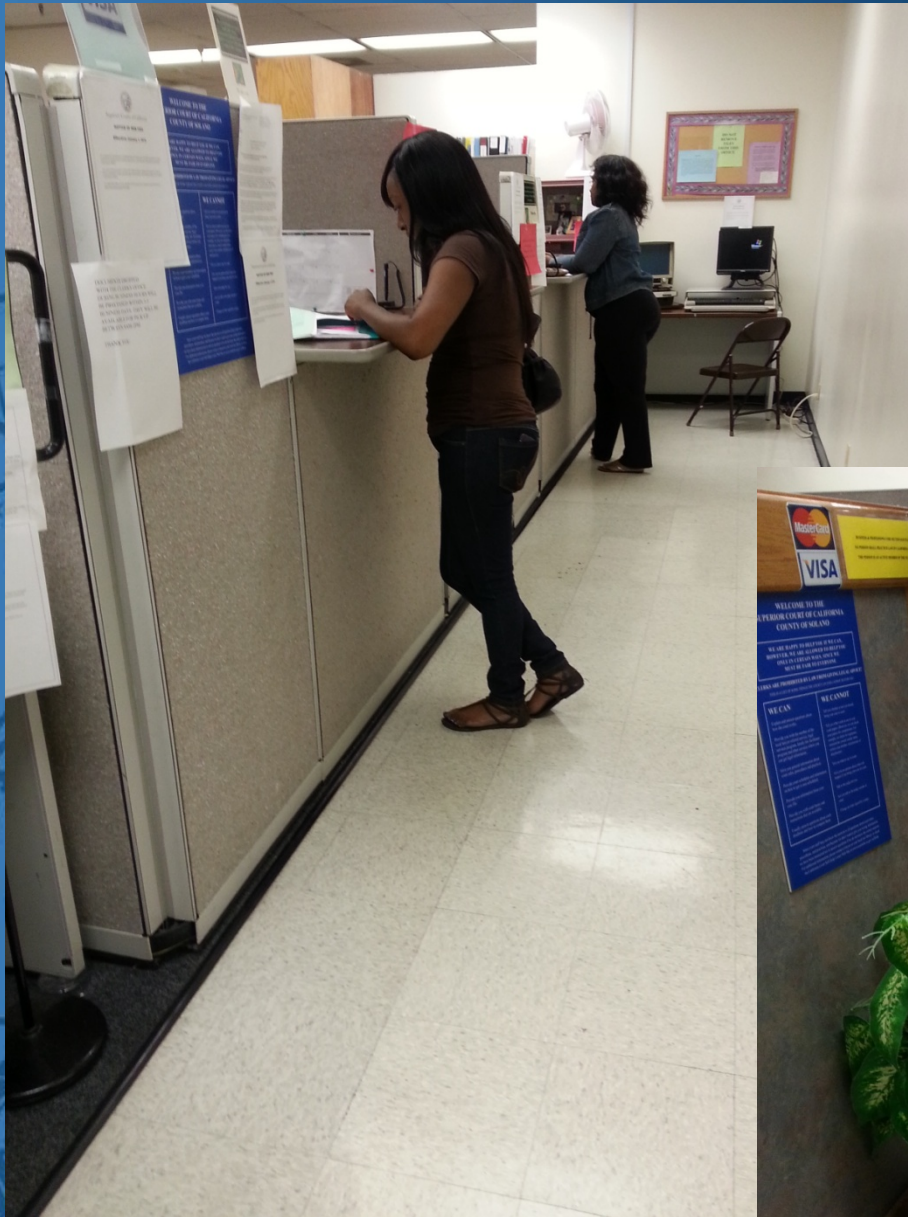
Nevada Superior Court Project

- Project Merits:
 - Improves court security and employee safety.
 - Provides ADA compliant counter space
 - Minimizes potential public access to Chambers and Holding
- Current Status M-0052321
 - Prioritized as Priority 3
 - Project Budget is \$25,000.
 - County would be required to manage the project.



Solano Superior Court Project

FM-0052781 - Install approx
100 lf of barrier wall and
public transaction counter
– \$252,078



Solano Superior Court Project

- Project Merits:
 - Improves court security and employee safety.
 - Aligns design with all other public counters in the facility
 - Minimizes potential public access to Court secured space
- Current Status
 - Prioritized as Priority 3
 - Project Budget is \$252,078.
 - Initial scope development is complete.



Tulare Superior Court Project

FM-0054137 - Extend Judge's bench building new walls and new laminate countertop - \$24,670



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Tulare Superior Court Project

- Project Merits:
 - Improves court security and employee safety in a high volume criminal courtroom.
 - Seals/eliminates direct access to Judge from Holding & the witness stand
 - Provides additional working space for court clerks
- Current Status
 - Prioritized as Priority 3
 - Project Budget is \$24,670.
 - Initial scope development is complete.



Action Item 6

List D – Facility Modifications Over \$50k

Items 1-13 are recommended for funding

Total estimated amount of FM Program budget share is \$4,227,505



Energy Conservation Project Slide

Number of Proposed Projects	Total Cost Estimate	Total Facility Modification Share of Cost Estimate
7	\$1,598,971	\$1,424,212

- Return on Investment: Average of 4 Years
- Total Rebates: \$182,334
- Total Annual Savings: \$284,842
- Total Annual Utility Usage Savings
 - 1,008,248 Kilowatt Hours (kWh) Per Year



FMs Completed & Canceled

STATUS	QUANTITY	ESTIMATED COST OF FM PROGRAM BUDGET SHARE	ACTUAL COST OF FM PROGRAM BUDGET SHARE	% of ESTIMATED COST
Completed	84	\$3,485,284	\$3,772,852	108.25%
Funded FMs Canceled	11	\$208,855	N/A	N/A
Non-Funded FMs Canceled	23	N/A	N/A	N/A



FY 14-15 Savings FMs Completed & Canceled

STATUS	QUANTITY	COST ADJUSTMENT TO FM PROGRAM BUDGET
Completed	71	(\$149,889)
Canceled	10	(\$193,955)
TOTAL COST ADJUSTMENT		(\$343,844)

Savings will be accumulated and credited annually



Proposed Open Meeting Funding

Description	Amount
List C - Cost Increases Over \$50k	\$ 286,383
List D - FMs Over \$50k Eligible for Funding	\$ 4,227,505
Total Proposed Funding	\$ 4,513,888



FY 14-15 FM Budget Reconciliation

FY 14-15 (\$1,000s)			
Description	Budget Amount	Reconciled Expenditure	Funds Available
Statewide Facility Modifications Planning Allocation	\$5,000	\$5,000	\$0
Priority 1 Facility Modifications Allocation	\$7,000	\$7,000	\$0
Facility Modifications Less than \$50k Allocation	\$8,000	\$8,000	\$0
Planned Facility Modifications Allocation	\$0	\$0	\$0
Priority 2-6 Facility Modifications Allocation	\$45,000	\$33,458	\$11,542
Totals:	\$65,000	\$53,458	\$11,542

FY 14-15 FM Spending Plan Detail by Meeting

FY 14-15 Spending Plan (\$1,000)	
Month	Spending Projections
Mar-15	6,579
Apr-15	2,000
May-15	2,000
Projects On Hold Shared Cost Pending	963
	<hr/>
	\$ 11,542

Action Item 7

List F - Court-Funded Facilities Requests (CFRs) Facility Modifications

- Alameda - \$150,000 Estimated Cost
 - Electrical upgrades at multiple locations
 - Late Submission, Fiscal Review Pending



Action Item 7

List F - Court-Funded Facilities Requests (CFRs) Facility Modifications

- El Dorado Superior Court - \$2,300
 - ADA project to upgrade the clerk's public counter, public restrooms, and entrance doors projects has gone \$2,300 over budget.
 - Court is requesting a \$2,300 cost increase of Courthouse Construction Funds (CCF) to original \$58,332 cost estimate approved by the TCFMAC 1/17/14.
 - Court canceled the judge's bench extension project (\$20K), resulting in CCF savings that can be applied to the clerk's public counter, public restrooms, and entrance doors projects.



Action Item 8

JCC Staff Pre-Approval Authority Review

- \$15k historic authority limitation
- Temp Increase to \$50k on 7-11-15
- 20 FMs W/Avg. value of \$28k
- Total Potential Cost - \$560k



JCC Staff Pre-Approval Authority Review

Action Requested:

- Confirm permanent preliminary approval authority at \$50k for P2 FMs.
- Direct Staff to prepare/propose guidelines for P3 prelim. authority in FY 15/16.

Action Item 9

TCFMAC Q1 Report

- Comment and Input
- Recommendation:

Approve for release to E&P based on adjustments from committee input



Action Item 10

2015 Annual Agenda for the committee

- Initial draft due March 16, 2015
- E&P Presentation on April 22, 2015
- No major additions
- Standard list of report deliverables
- New initiatives:
 - Revision of Trial Court Methodology for Prioritizing and Ranking Facility Modifications
 - Support Facilities Policy Working Group

2015 Annual Agenda for the committee

Action Requested:

1. Provide input and additions to draft document.
2. Approve release to E&P upon revision.

Discussion Item 1

Updated Prioritization Methodology

- Operational direction from Committee
- Committee implemented 2006
- Changes to FM Committee require updating document
- Document incorporated into annual reports when submitted to Judicial Council



Prioritization Methodology Adjustments

- Aligns Methodology with Rule 10.65, current FM Policy, and Committee Charge
- Corrects Committee and JC staff labeling
- Clarifies Ranking and score strategies
- Moves Appeal Guideline to #1
- Adds new Guideline 17 – System Funding Responsibility

Prioritization Methodology Adjustments

- Guideline 17 – System Funding Responsibility
 - Committee discussions initially held FY 12-13
 - Held in abeyance pending clarification of Security functions
 - Security components finalized with Director of Security July 2014.
 - Highly recommend document being released for court comment prior to final consideration by committee

Discussion Item 2

Update to FMU staffing,
FM workload,
and Delayed FM Projects

FM Program Data

Resources

FM Execution Team

Facility Management Administrators (Minor FMs)	- 18
Supervising Facility Management Administrators (Minor FMs)	- 5
Project Manager III (2 D&C FTE, 3 REFM FTE) (Large FMs)	- 5
Sr. Project Manager (Large FMs)	- 1
	<u>29</u>

Vacancies as of 11-3-2014 (FMA Positions)	- 2
Out of Class Assignments as of 1/15/14 (RM)	- 1
Submitted PARS (2 PM III, 1 CSR, 1 FPE, 2 SFMA Re-class, 1 FMS)	

Planning:

Facility Management Administrator	- 1
Court Services Analyst (vacant as of Jan 26)	- 1
Facilities Planner	- Pending hire

Program Budget:

SB1732 (Branch Funding)	- \$25M
SB1407 (Branch Funding)	- \$40M
Reimbursement Authority (County Share of FM work)	- \$10M

Current Status

FM Projects

Total Count of active FMs	493
Current value of Authorized FM SWOs	\$88.7M
FMs on Hold for Shared Cost Approval	19 (\$19.5M)
FMs on Hold for PM assignment	11 (\$12.4M)

FY 14-15 Funding Status

FM Budget Remaining*	\$13M
Next Funding Meeting*	Mar 6
Potential Project Approval for March	\$6.0M
Original Planned Spend (Jan)	\$5.0M
Potential Increase in Work On Hold	5 (\$9.5M)

* Dollar values assume funding approval of Proposed List D.

FMs Pending Shared Cost Approval

- Approved/Unfunded
 - Mendocino – 3 Projects (\$852k)
 - Nevada – 3 Projects (\$84k County Managed)
- Projects approved within two meetings
 - BANCRO – 5 Projects (\$1.04M)
 - Santa Clara – 1 Project (\$824k)
 - SRO – 5 Projects (\$10.7M)
 - Los Angeles – Elevators (\$8.6M)
 - Los Angeles – HVAC & Fire (\$2.1)



FMs Pending Shared Cost Approval

- Solano – Flood Mitigation (\$1.51M)
 - Phase 1 Study Complete
 - County and City Fully Engaged
 - County and City Master Plans under Revision
- Santa Barbara – Santa Maria Parking (480k)
 - Funding request w/Board of Sups (Jan 13)
 - County has identified \$119k for funding
- Los Angeles – Edelman EFIS (\$4.8M)
 - Site Work - March 2015 / Final Report – May 2015.



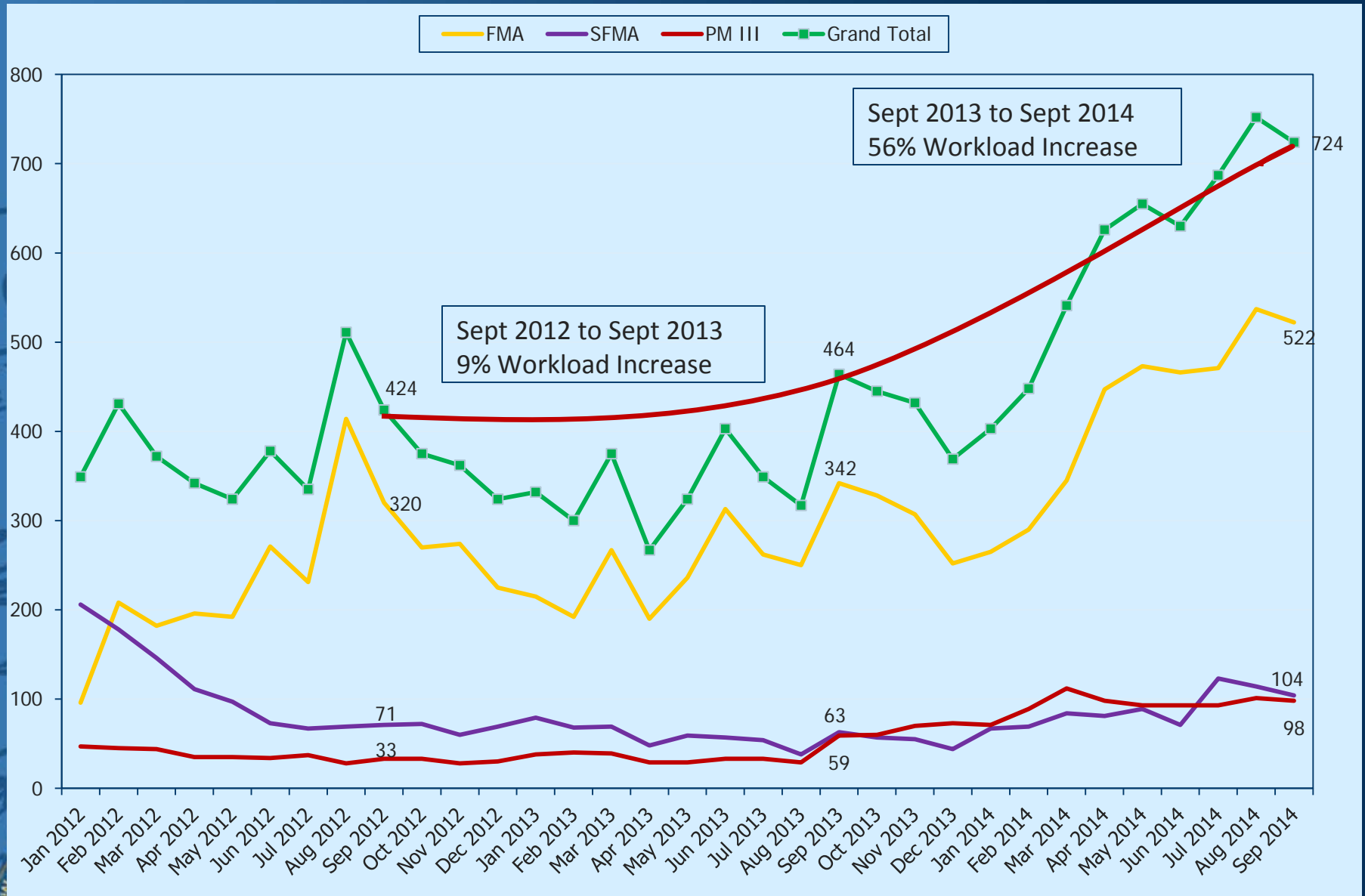
FMs Pending PM Assignment

Hold Projects – 11 / Courts Impacted – 7 / Total Value – 12.37M

System	Projects	Courts	Buildings	Value
Elevator	3	Los Angeles	Edelman, Mosk, Pasadena	\$8.68M
Roofing	4	Contra Costa Monterey Santa Clara San Bernardino	Danville Marina Palo Alto Barstow	\$2.23M
HVAC	2	Alameda Contra Costa	Wakefield Taylor George D McDonald	\$997k
Fire Sprinkler	1	Los Angeles	Mosk	\$215k
Sump Pumps	1	Solano	Hall of Justice	\$250k

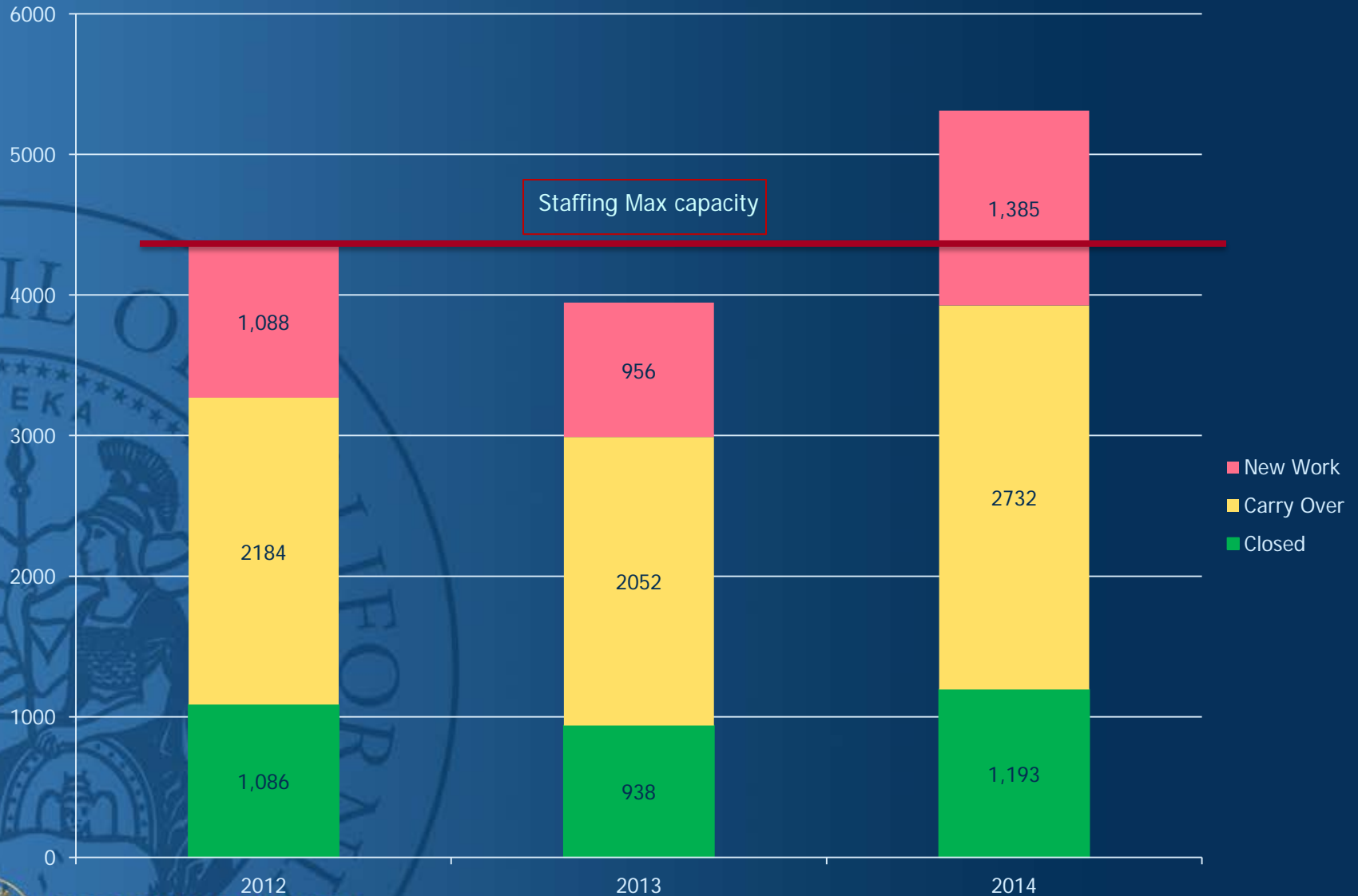


Project Management Workload Over Time



- Ongoing workload includes carry over work from multiple fiscal years
- Addition of New PM III Positions in late 2013 accounts for growth in PM assigned projects

Impact of Additional Funding



*Staffing Max Capacity is estimated based on approved staffing levels as of January 1, 2014

* Staffing decreases resulting from recent changes may impact actual capacity

FY 14-15 FM Burn Rate Projection

	Approved	Tasked/ Encumbered	Projected Spend	Potential Remaining
Statewide Planning	\$5,000,000	\$3,979,081	\$1,020,919	\$0
P1 Emergencies	\$7,000,000	\$4,925,947	\$2,668,930	(\$1,094,876)
Less Than \$50k - P2	\$8,000,000	\$4,146,502	\$2,576,591	\$1,276,907
Over \$50k - P2	\$44,000,000	\$16,551,000	\$23,449,000	\$4,000,000
Over \$50k - P3 Energy Conservation	\$1,000,000		\$1,000,000	\$0
Over \$50k - P3 Other			\$4,182,031	(\$4,182,031)
	\$65,000,000	\$29,602,529	\$35,397,471	\$0

FM Program Message

- Program has increased in funding by 23% this FY.

Calendar Year 2013	3946 FM projects worked
Jan-Sept 2014:	3983 FM Projects worked

- Additional PM III staff created additional capacity in CY 14
- FMA staff have absorbed a large increase in assigned FMs creating delays in execution and lower overall quality.
- Loss of staff (3) will decrease FM capacity within FMA staff throughout the balance of FY 14-15
- Continuing limitations on replacement/new staffing will impact FM work. Projects "On Hold" will increase over the course of the fiscal year.
- TCFMAC and DOF have encouraged escalation of spend plan for the remaining \$135M in JCC FM funding. Not currently possible.



Discussion Item 3

**Service Delivery Methods,
Service Provider (SP) contracts,
Job Order Contracting (JOC),
and Delegation**

Regional Service Providers

- 3 Providers

- SRO/ABM – 10.5M sq. ft.
 - Semi-Annual PBC Score 85%
- NCRO/PRIDE – 2.2M sq. ft.
 - Semi-Annual PBC Score 85%
- BANCR/Enovity – 3.4M sq. ft.
 - Semi-Annual PBC Score 91%

- Contracting Methods

- Firm Fixed Price – Routine Maintenance (RM)
- Cost Plus – RM & FM
- Job Order Contracting - FM

- Contract Terms

- Initial contract term 4 years – Expired 10-15
- Extensions – three two year terms



Regional Service Providers

- Committee approved exercising Option 1
- Finalizing document set with JC Contracting
- Anticipate SP notification in 90 days
- No contract cost increases to date.
- Initial cost increase due Sept 2015
 - Increase uses Engineering News and Review (ENR) Construction Cost Index
 - Anticipated range 10%-12%
- Annual Increases thereafter (historical ENR avg. 2.8%)



Job Order Contracting

- 16 Contractors / 14 Zones
- 4 Provider Options/Zone
- Year To Date \$11M
- Annual Avg. \$15M-20M
- Largest \$2.8M
 - LA, Compton - Elevators
- Smallest \$2,700
 - LA, West Covina - Counters



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Job Order Contracting

- Benefits:
 - Well versed in JC program
 - Understand court operational protocols
 - Detailed documentation package
- Challenges
 - Staffing limitations create challenges in scope development
 - Cannot provide A&E Services
 - Competition with growing construction industry



Job Order Contracting

- 2-year initial term w/three 1-year extensions
- Contracts will be rebid in FY 15/16
- Reviewing contract terms
- Reviewing Zone Design
- Exploring the potential for specialty contracts



Delegated Court Service Providers

- 4 Providers

- Orange – 1,128k sq. ft.
- Riverside – 787k sq. ft.
- Imperial* – 092k sq. ft.
- San Luis Obispo* – 77k sq. ft.

- Contracting Methods

- Firm Fixed Price – Routine Maintenance (RM)
- Cost Plus – FM
 - Less than \$15k (*)
 - Less than \$50k

- Intra-Branch Agreement Terms

- Initial contract term 3 years – Expired 6-15
- No extensions at this time



Delegated Courts

- Successes:
 - Active participation in monthly account reviews
 - Timely completion of Job Order and PM work orders
 - Have addressed multiple P1 emergencies successfully

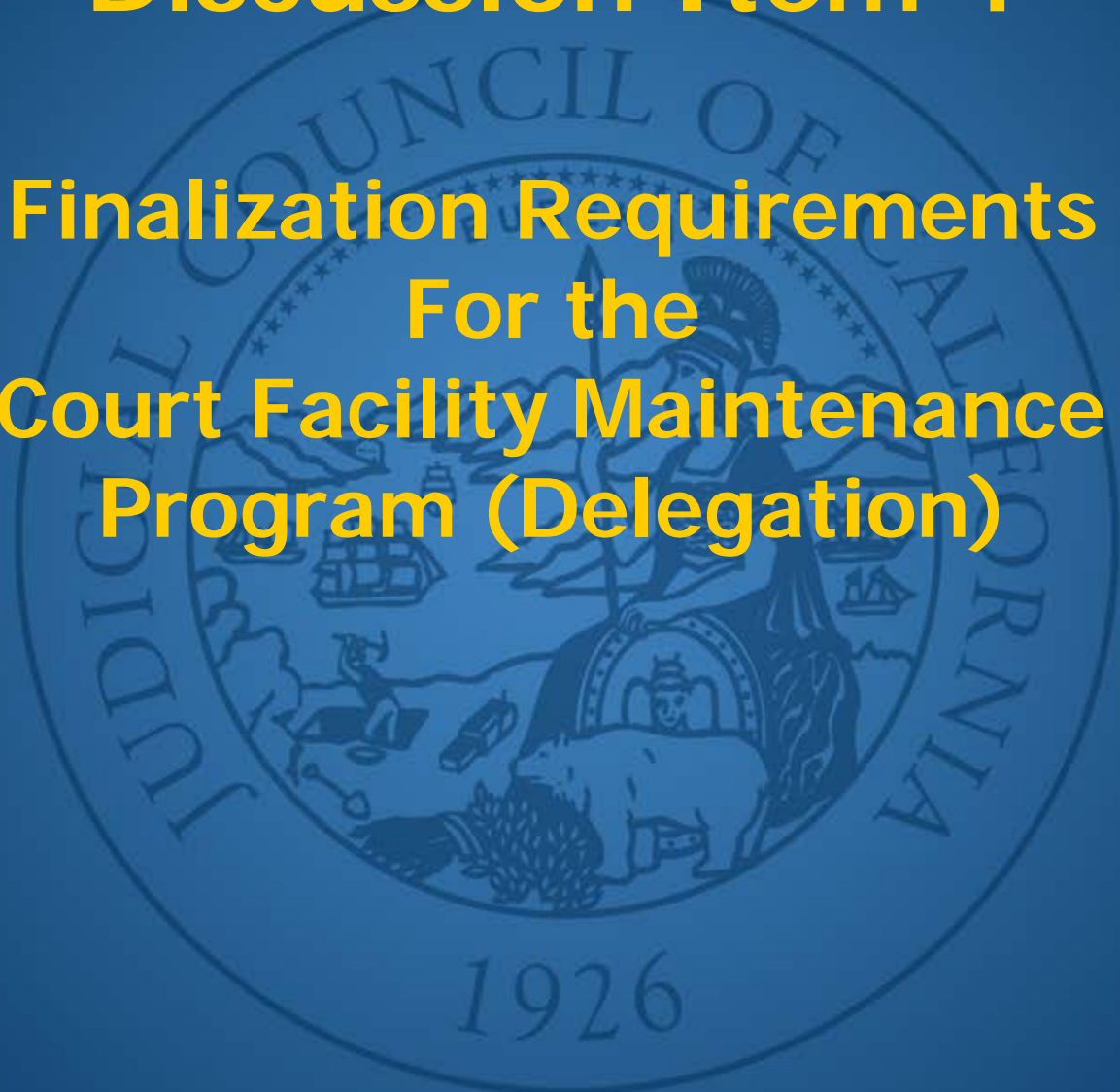
- Challenges

- Court absorbs some administrative costs
- Improvement in FM identification would benefit courts
- Staff coverage for small courts is problematic
- Contracting requirements the same regardless of court size



Discussion Item 4

Finalization Requirements For the Trial Court Facility Maintenance Pilot Program (Delegation)



Delegation Pilot Program

- Delegation is viable under Rule 10.812
- 2011 Development initiated by JC staff & CEAC
- Sherri R. Carter was chair of CEAC working group

Terms:

- 3-year Pilot Duration
- Formal evaluation at the end of Year 2
- Potential to expand after year 2

Success evaluated by:

- Cost,
- Efficiencies
- Agreement compliance
- Court satisfaction



Delegation Pilot Program

- TCFMAC approved four courts for the program in Feb 2012

<u>Court</u>	<u>Level (start/now)</u>	<u>Start Date</u>
Imperial	Minor (Moderate)	August 1, 2012
San Luis Obispo	Moderate	September 1, 2012
Riverside	Moderate (Full)	October 1, 2012
Orange	Full	October 1, 2012



Delegation Pilot Program

- Funding

	JC Managed Court	County Managed Court
Funding FY 12-13	\$2.57	\$0.64
Amendment #1	\$2.37	\$0.55
Funding FY 13-14	\$2.37	\$0.55
Funding FY 14-15	\$2.20	\$0.55

- O&M Funding Model
 - Initially designed as Cost Plus
 - Amended to Firm Fix Price in FY 14-15
- FM Funding – Cost Plus w/admin markup

Delegation Pilot Program

- FY 14-15 IBA simplified program reporting
 - Firm Fixed Price model aligns with SP contracts
 - Minimized admin burden
 - Standardized practices for equipment funding, indirect cost allocation, time tracking, etc.
- Financial management standards
 - Comply with record keeping standards
 - Comply with procurement standards
 - Comply with prevailing wage requirements



Delegation Pilot Program

- Court Flexibility
 - Have willingly adjusted program funding
 - Support adjustments to PM program over time
 - Continue to improve on FM identification
 - Patient with speed of JC processes
- 2- Year Evaluation
 - Compliance with operational standards
 - Compliance with record keeping standards
 - Compliance with procurement standards
 - Compliance with prevailing wage requirements



Program Successes

- Operationally courts are maintaining the buildings well.
- Preventative Maintenance is being performed as required and necessary documentation is being provided in a timely manner.
- All courts have stayed within the allocated budgets and have returned unused funding



Program Successes

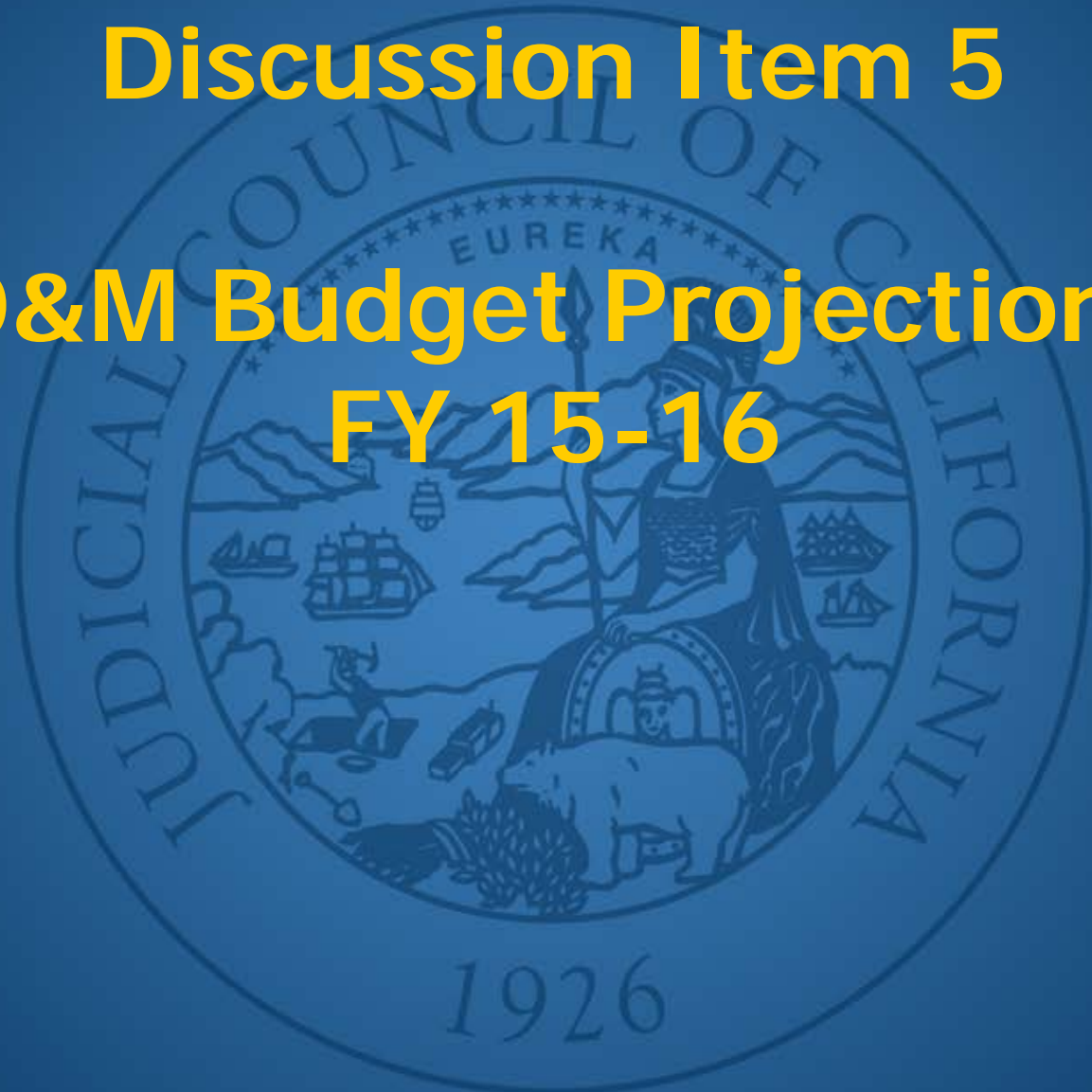
- Committee opened program to further applications in May 2014.
- No addl. applications received to date
- Existing courts wish to continue program

Is there a need for further Committee action?

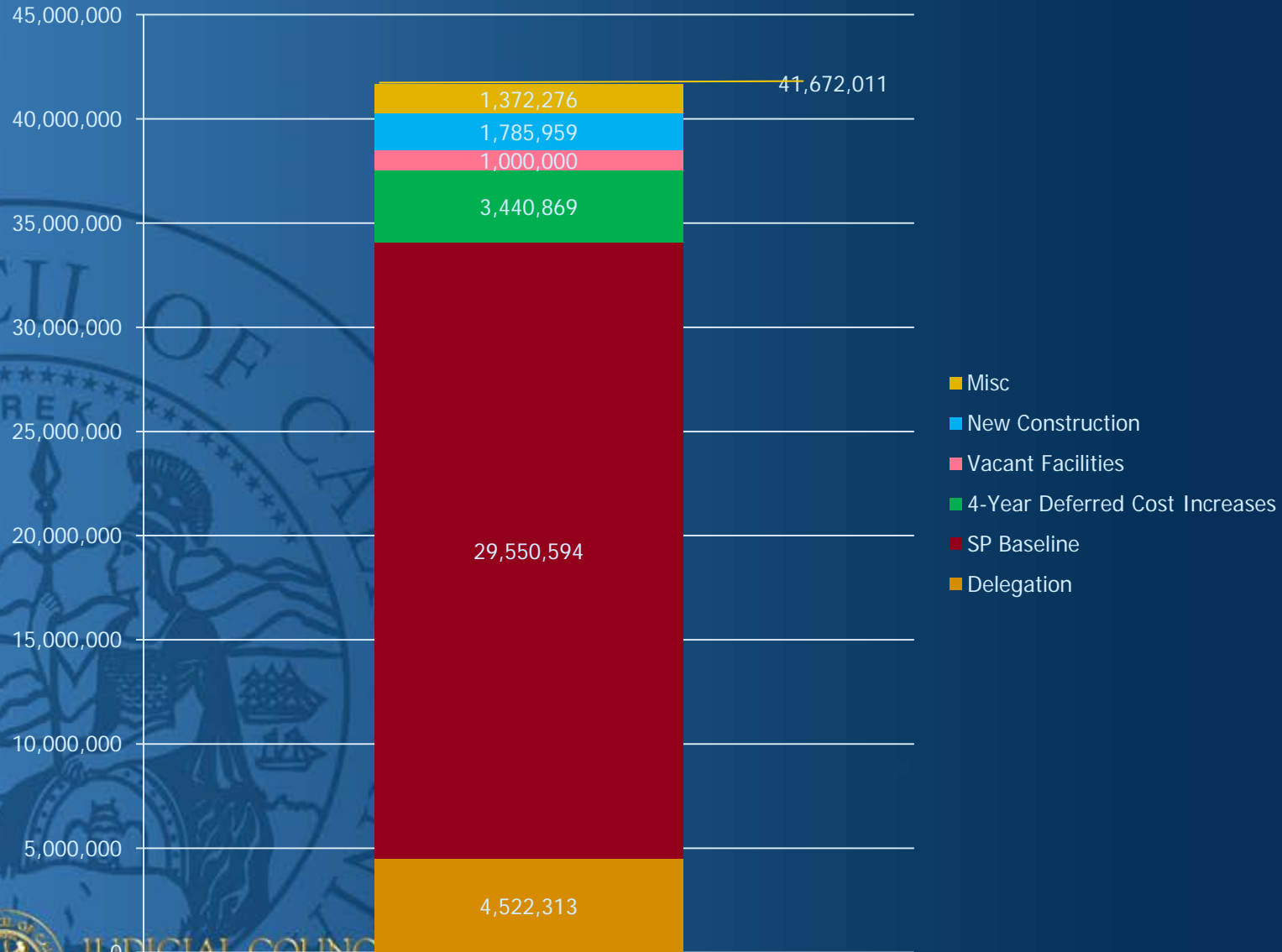


Discussion Item 5

O&M Budget Projections FY 15-16

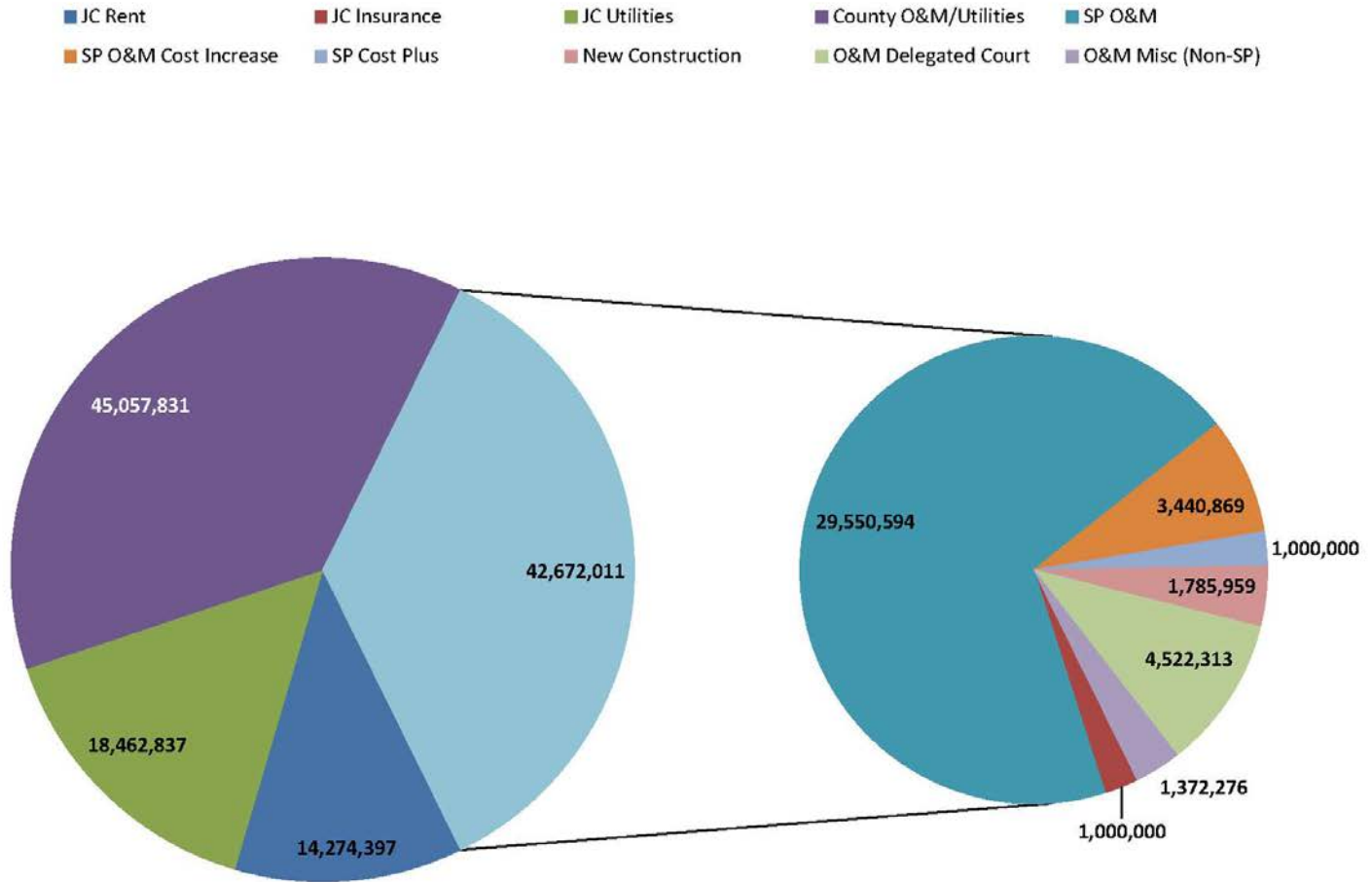


Future of the O&M Budget 15/16



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Future of the O&M Budget 15/16



O&M Service Level Adjustments 15/16

FY 14-15

Increased PM levels based on Budget
(\$3.1M & 6,500 PMs)

FY 15/16

SP Contracts Cost Adjustment – Approx. 10.8%

New Construction – Approx. \$1.8M

Decrease to PM program to pre FY 14-15

FY 16/17

SP Contracts Cost Adjustment – Approx. 2.7%

New Construction – Approx. \$1M

Decrease tech headcount by 50

Increase P1 Response time from 30min to 2 hours

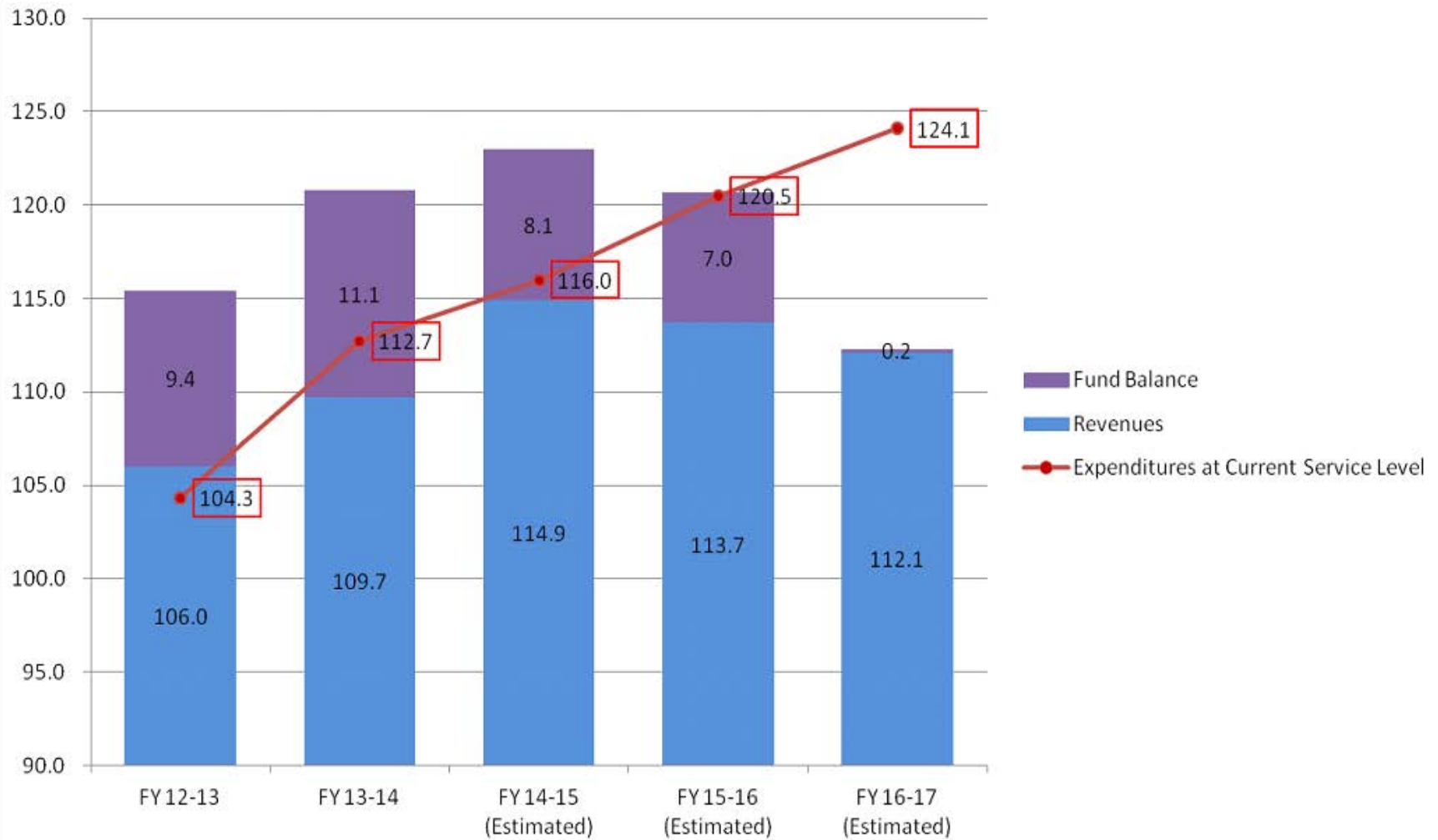
Increase completion time frames by 30-40%

Code Required Preventive Maintenance Only

Run to Fail for non-code compliance systems

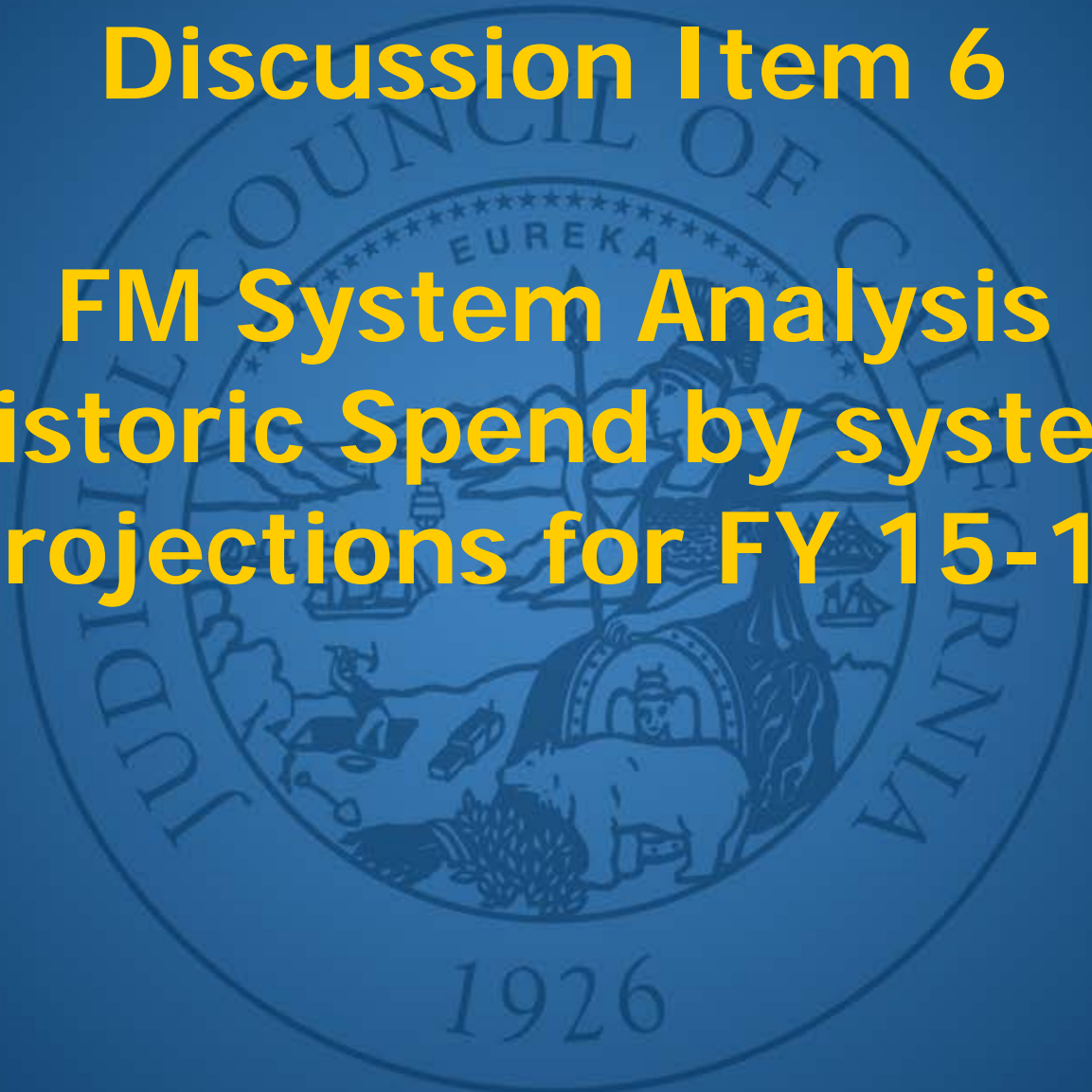
Increase in P1 system failures

Operations and Maintenance Management Through FY 16-17

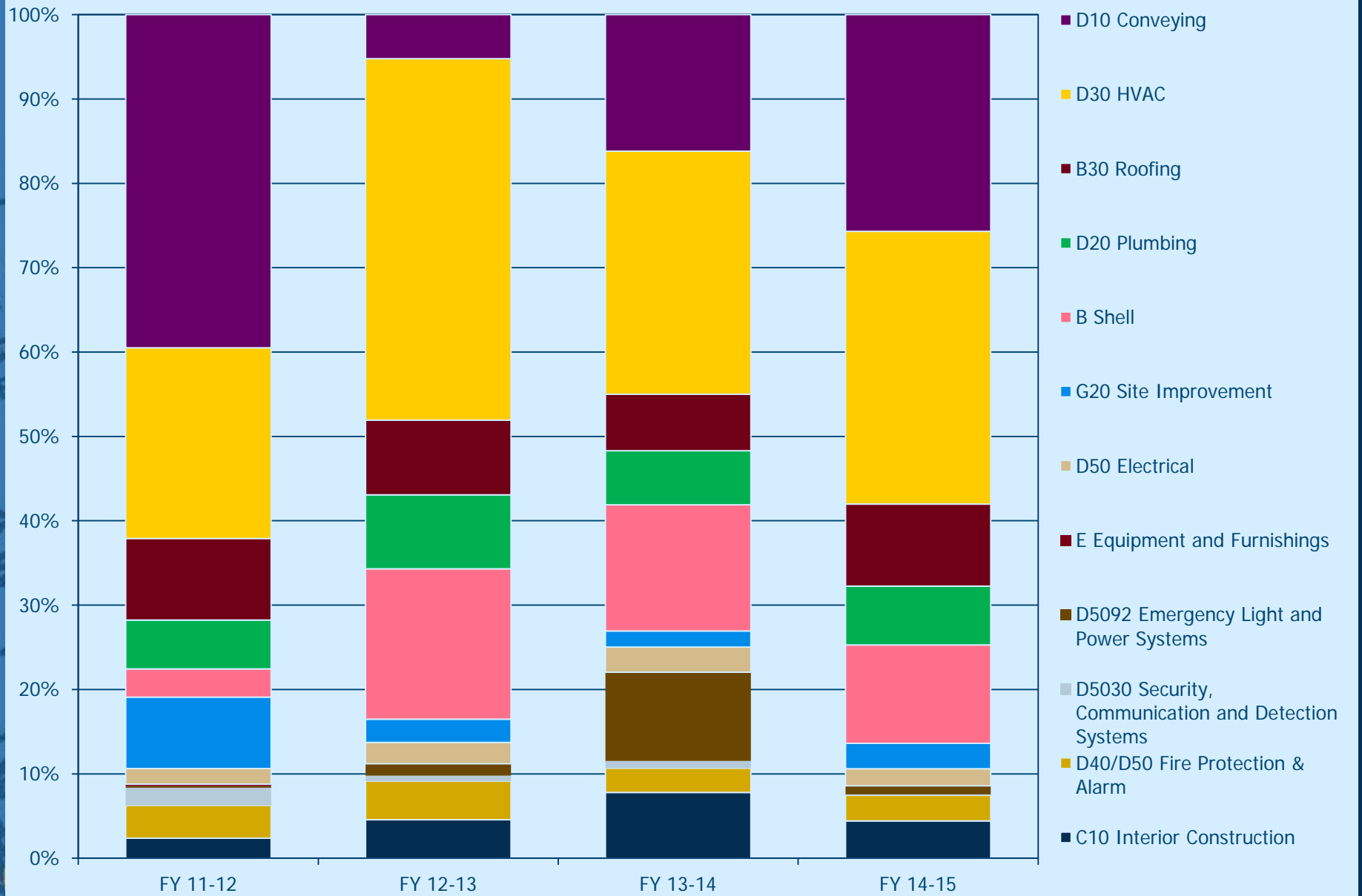


Discussion Item 6

FM System Analysis Historic Spend by system Projections for FY 15-16

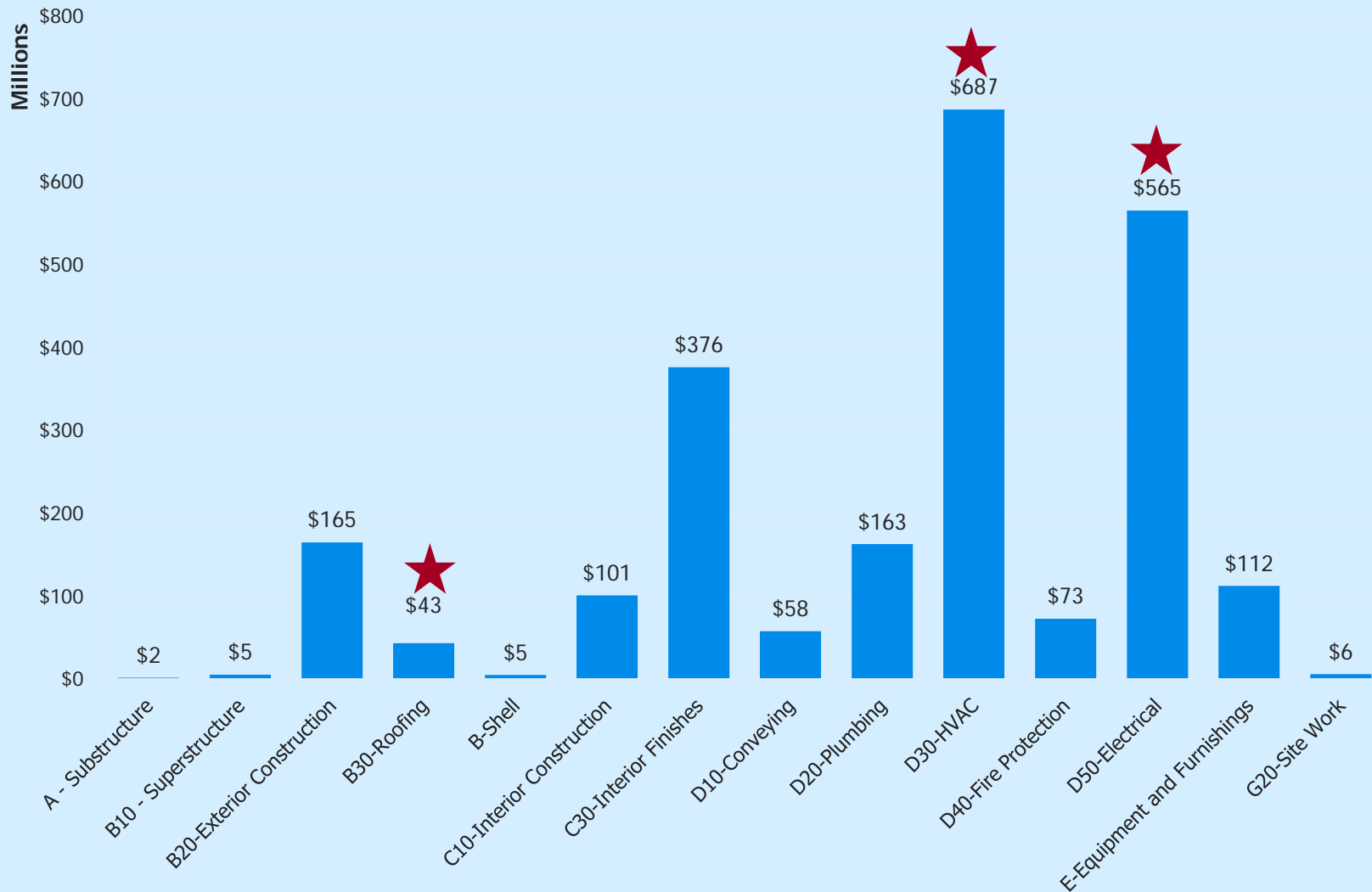


System Improvement Funding



Note: System Funding Data Includes County Share of project cost

Deferred Backlog



Data as of June 30, 2014

Based on assessments of approximately 90% of the total Judicial Branch Square Footage

What Does it Mean

- Each year 65-85% is Infrastructure work
- This FY Infrastructure funding could be 90%.

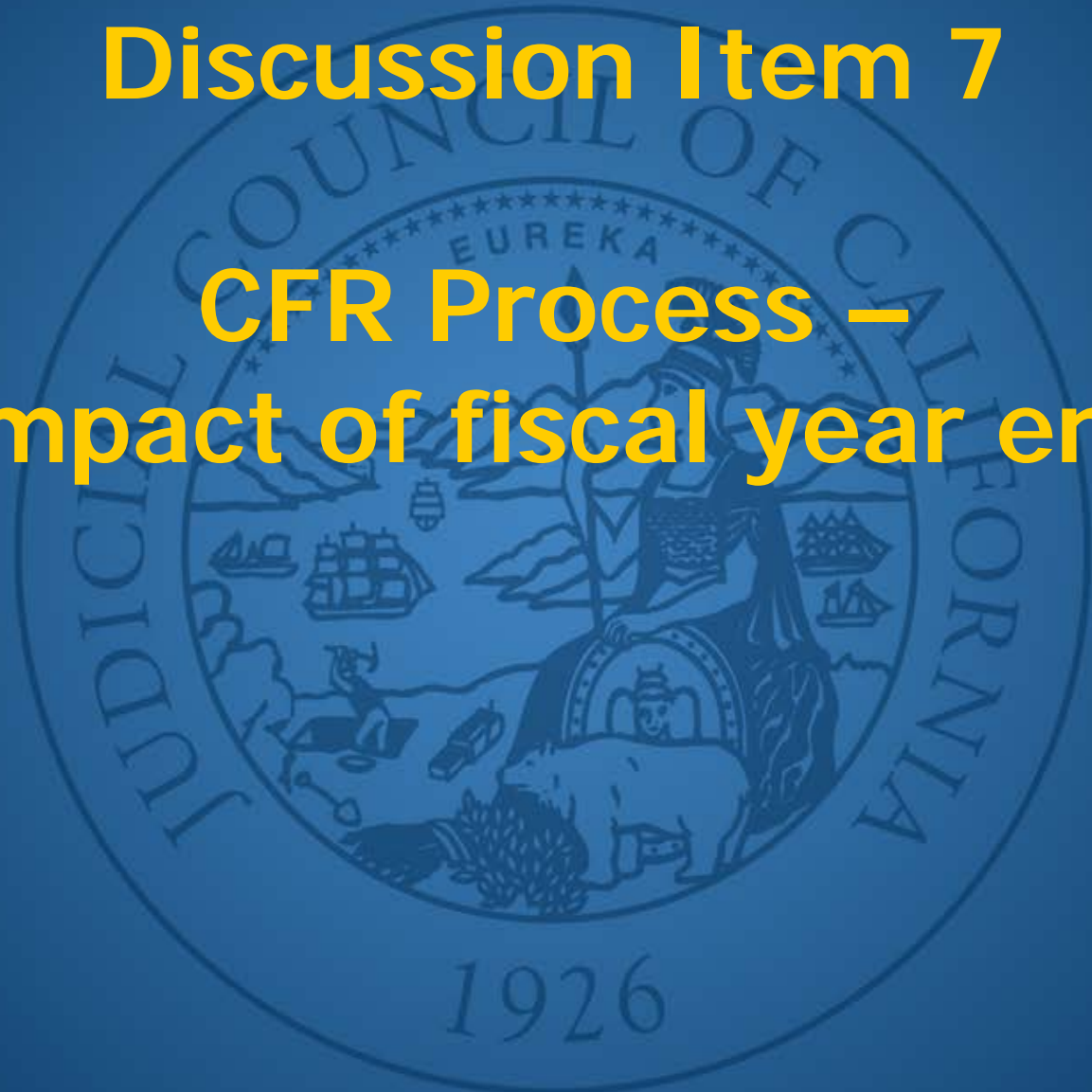
• FM Planning Focus

- Roofing LA, Solano - \$6-\$7M
- Fire Alarm Systems Orange, LA - \$2.5M
- Electrical – Energy Audits (48)
- HVAC – Retro-Commissioning (6)
- Plumbing – Water Conservation Audits (36)



Discussion Item 7

CFR Process – Impact of fiscal year end



JCC Year End

- Typical I-Procurement Closure Date – April 4
- Major Milestones
 - Scope Development/Pricing/Fund validation
 - TCFMAC Approval
 - Intra-Branch Agreements Development/Signature
 - Iprocurement Process
 - CFR's must be "On Contract" prior to year end
 - Substantial work must begin prior to year end



JCC Year End

- Timeline in Reverse
 - Work Begins – June 24, 2015
 - Contracting Deadline – June 23, 2015
 - I-procurement Deadline – **April 04, 2015**
 - IBA Deadline – April 02, 2015
 - Committee Deadline – Mar. 06, 2015
 - Scope/Price/Finance Deadline – Feb. 27, 2015
 - CFR Submittal Deadline – Feb. 01, 2015



2015 TCFMAC Meeting Calendar

Date	Day of Week	Type of Meeting
January 16, 2015	Friday	In Person
March 6, 2015	Friday	Phone
April 13, 2015	Monday	In Person
May 21-22, 2015	Thursday-Friday	In Person (Location TBD)
July 17, 2015	Friday	In Person
August 31, 2015	Monday	Phone
October 23, 2015	Friday	In Person
December 7, 2015	Monday	Phone



Adjourn to Closed Session

- Closing Discussions
- Chair Closing Comments

