

MINUTES

Capitol Planning Commission



Meeting Date: April 4, 2024

Time: 3:00pm – 5:00pm

Location: Mt. Mazama Conference Room, General Services Building (in person)
Microsoft Teams: [Click here to join the meeting](#) (virtual)

Attendees: Jim Bauer, Chane Griggs, Jan Kailuweit, Jeremy Miller, Chris Hoy

Guests: **Jeff McGowan, Jeff Samuels, Lori Friesen, Tamara Brickman**

Board Administration

Call to Order/Roll Call –

- Meeting called to order, roll taken, quorum reached.

Old Business

Updated CPC Charter –

- Daniel reviewed the charter update process, the work that was done, and presented the final draft of the charter.
- Charter language of statute and administrative rules.
- Chane Griggs proposed a motion to accept the charter, then withdrew the motion for edits discussion so as to not need to an amendment to the motion.
- Jan suggested edits to the document regarding grammar and capitalization. No edits to content. Daniel will review and ensure that there is consistency throughout the document regarding the suggested edits and bring it back to the next meeting for final approval.

New Business

Statewide Facility Planning Process Manual –

- Daniel shared the updated manual.

Capital Project Review Intake Form –

- Daniel shared the new web app created for all statewide projects to utilize in order to see if review by CPC or CPAB is necessary.

Next Steps Work Plan

- Daniel shared two items that need to be updated and asked what the group would like to work on first. 1) Area plans 2) Coordination plans. These could be worked on concurrently, DAS could work on theirs first as a kind of “test case”, or floor opened to discussion for other ideas.

Other Issues

- Public Comment – None.
- Adjourn – 4:22pm

Next meeting:

May 2, 2024 (if needed)

3:00pm – 5:00pm

Mt. Mazama Conference Room, General Services Building (in person, Teams link to follow)