

Office of Inspector General
Contract Oversight Unit
Contract/Procurement Activities
Quarterly Report for December 31, 2021

Office of Inspector General
Contract/Procurement Activities
Quarterly Report for December 31, 2021

Project: Attend Contract Selection Committee Meeting

Completed By: Aida Smith

Date: 10/5/2021

Activity Type: Procurement-RFP

Activity #: 22-SC-8

Status: Completed

Department/Office: Construction Purchasing

District Employee POC: Mark Moon, General Manager of Construction Purchasing

Estimated Contract Value: \$1,839,126

Meeting Attended: In-Person Virtual Telephonic Recording

Agenda Attached: Yes No N/A

Synopsis of Contract/Procurement: Selection Committee met to evaluate proposals submitted in response to an advertised Request For Proposal for Design Services for Modernization at Wynnebrook Elementary School (RFP NO. 22C-018R).

Goal of the Review/Monitoring: Observe the contract evaluation and selection committee meeting process in an effort to promote honesty, integrity, and transparency during the District's procurement and contracting processes.

Issues/Concerns Identified: None

Commendations Identified: N/A

Recommendations/Observations: Meeting appeared to be conducted in a manner consistent with the Evaluation Process outlined in the RFP.

Next Step/Milestone: A contract with the highest ranked firm was recommended to the School Board for approval on November 17, 2021.

OIG Contract/Procurement Activities
Quarterly Report for December 31, 2021

Project: Attend Contract Selection Committee Meeting

Completed By: Aida Smith

Date: 10/7/2021

Activity Type: Procurement-RFP

Activity #: 22-SC-9

Status: Completed

Department/Office: Construction Purchasing

District Employee POC: Mark Moon, General Manager of Construction Purchasing

Estimated Contract Value: \$1,478,296

Meeting Attended: In-Person Virtual Telephonic Recording

Agenda Attached: Yes No N/A

Synopsis of Contract/Procurement: Selection Committee met to evaluate proposals submitted in response to an advertised Request For Proposal for Design Services for Modernization at Pine Grove Elementary School (RFP NO. 22C-025E).

Goal of the Review/Monitoring: Observe the contract evaluation and selection committee meeting process in an effort to promote honesty, integrity, and transparency during the District's procurement and contracting processes.

Issues/Concerns Identified: None

Commendations Identified: N/A

Recommendations/Observations: Meeting appeared to be conducted in a manner consistent with the Evaluation Process outlined in the RFP.

Next Step/Milestone: A contract with the highest ranked firm was recommended to the School Board for approval on November 17, 2021.

OIG Contract/Procurement Activities
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Project: Attend Construction Oversight & Review Committee Meeting (CORC)

Completed By: Robert Bliss

Date: 10/14/2021

Activity Type: School Board Advisory Committee Meeting

Activity #: 22-AC-5

Status: Completed

Department/Office: Facilities Management

District Employee POC: David Dolan, Deputy Chief of Facilities Management

Meeting Attended: In-Person Virtual Telephonic Recording

Agenda Attached: Yes No N/A

Synopsis: The CORC is advisory to the School Board and assists the Board by oversight of, and making recommendations concerning, the work to build quality schools on time and within budget. Part of CORC's responsibility includes the selection process for architects, engineers, and contractors, project budget/cost monitoring, and change order review.

Goal of the Review/Monitoring: As part of the OIG's contract review responsibilities, we regularly attend monthly CORC meetings to observe discussions regarding construction related contracts, and to identify risk areas for potential future OIG reviews.

Potential Risks Identified: Allowing contractors to perform change order work prior to receiving required approvals.

Commendations Identified: N/A

Recommendations/Observations: It appeared that staff allowed a contractor to perform costly work related to a change order prior to receiving required internal approvals.

Next Step/Milestone: Consider reviewing change orders to determine if proper approvals were obtained prior to commencing work. Attend the next CORC meeting scheduled for November 11, 2021.

OIG Contract/Procurement Activities
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Project: Attend Contract Selection Committee Meeting

Completed By: Aida Smith

Date: 10/19/2021

Activity Type: Procurement-RFP

Activity #: 22-SC-10

Status: Completed

Department/Office: Construction Purchasing

District Employee POC: Mark Moon, General Manager of Construction Purchasing

Estimated Contract Value: \$15,437,194

Meeting Attended: In-Person Virtual Telephonic Recording

Agenda Attached: Yes No N/A

Synopsis of Contract/Procurement: Selection Committee met to evaluate proposals submitted in response to an advertised Request For Proposal for Construction Management at Risk Services for Pine Grove Elementary School - Modernization (RFP NO. 22C-026E – Phase 1).

Goal of the Review/Monitoring: Observe the contract evaluation and selection committee meeting process in an effort to promote honesty, integrity, and transparency during the District's procurement and contracting processes.

Issues/Concerns Identified: None

Commendations Identified: N/A

Recommendations/Observations: Meeting appeared to be conducted in a manner consistent with the Evaluation Process outlined in the RFP.

Next Step/Milestone: The three highest rank firms are scheduled to be evaluated during another Selection Committee Meeting (Phase 2) to be held on November 2, 2021.

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Project: Attend Contract Negotiation Meeting

Completed By: Robert Bliss

Date: 10/22/2021

Activity Type: Procurement- Single Source

Activity #: 22-SC-11

Status: Completed

Department/Office: Purchasing Department

District Employee POC: Genell McMann, General Manager of Purchasing

Estimated Contract Value: \$1,000,000

Meeting Attended: In-Person Virtual Telephonic Recording

Agenda Attached: Yes No N/A

Synopsis of the Contract/Procurement: District staff met with a potential vendor (Graduation Alliance) to negotiate terms of a potential contract for services that will support a recovery program for students that may have dropped out of school due to the Covid-19 pandemic and other reasons.

Goal of the Review/Monitoring: Observe the negotiations in an effort to promote honesty, integrity, and transparency during the District's contracting process.

Issues/Concerns Identified: None

Commendations Identified: N/A

Recommendations/Observations: Meeting/process appeared to be conducted in a manner that was in the best interest of the School District.

Next Step/Milestone: The District decided not to move forward with the single source procurement because other firms identified themselves as providing these services. An Invitation To Negotiate will be solicited in the near future for these services.

OIG Contract/Procurement Activities
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Project: Attend Contract Selection Committee Meeting

Completed By: Robert Bliss

Date: 11/2/2021

Activity Type: Procurement-RFP

Activity #: 22-SC-12

Status: Completed

Department/Office: Purchasing Department

District Employee POC: Genell McMann, General Manager of Purchasing

Estimated Contract Value: \$1,114,580

Meeting Attended: In-Person Virtual Telephonic Recording

Agenda Attached: Yes No N/A

Synopsis of Contract/Procurement: Selection Committee met to evaluate proposals submitted in response to an advertised Request For Proposal for Online Tutoring Services (RFP NO. 22C-028G).

Goal of the Review/Monitoring: Observe the contract evaluation and selection committee meeting process in an effort to promote honesty, integrity, and transparency during the District's procurement and contracting processes.

Issues/Concerns Identified: None

Commendations Identified: N/A

Recommendations/Observations: Meeting appeared to be conducted in a manner consistent with the Evaluation Process outlined in the RFP.

Next Step/Milestone: Proposers are scheduled to make oral presentations to the Committee on November 5th, 2021. Subsequently, a contract with the highest ranked firm was recommended to the School Board for approval on December 15, 2021.

OIG Contract/Procurement Activities
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Project: Attend Contract Selection Committee Meeting

Completed By: Aida Smith

Date: 11/2/2021

Activity Type: Procurement-RFP

Activity #: 22-SC-13

Status: Completed

Department/Office: Construction Purchasing

District Employee POC: Mark Moon, General Manager of Construction Purchasing

Estimated Contract Value: \$15,437,194

Meeting Attended: In-Person Virtual Telephonic Recording

Agenda Attached: Yes No N/A

Synopsis of Contract/Procurement: Selection Committee met to evaluate proposals submitted in response to an advertised Request For Proposal for Construction Management at Risk Services for Pine Grove Elementary School - Modernization (RFP NO. 22C-026E – Phase 2).

Goal of the Review/Monitoring: Observe the contract evaluation and selection committee meeting process in an effort to promote honesty, integrity, and transparency during the District's procurement and contracting processes.

Issues/Concerns Identified: None

Commendations Identified: N/A

Recommendations/Observations: Meeting appeared to be conducted in a manner consistent with the Evaluation Process outlined in the RFP.

Next Step/Milestone: A contract with the highest ranked firm was recommended to the School Board for approval on December 15, 2021.

OIG Contract/Procurement Activities
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Project: Attend Contract Selection Committee Meeting

Completed By: Aida Smith

Date: 11/10/2021

Activity Type: Procurement-RFP

Activity #: 22-SC-14

Status: Completed

Department/Office: Construction Purchasing

District Employee POC: Mark Moon, General Manager of Construction Purchasing

Estimated Contract Value: \$1,250,000

Meeting Attended: In-Person Virtual Telephonic Recording

Agenda Attached: Yes No N/A

Synopsis of Contract/Procurement: Selection Committee met to evaluate proposals submitted in response to an advertised Request For Proposal for Design Services for West Riviera Elementary School – Modernization (RFP No. 22C-027S).

Goal of the Review/Monitoring: Observe the contract evaluation and selection committee meeting process in an effort to promote honesty, integrity, and transparency during the District’s procurement and contracting processes.

Issues/Concerns Identified: None

Commendations Identified: N/A

Recommendations/Observations: Meeting appeared to be conducted in a manner consistent with the Evaluation Process outlined in the RFP.

Next Step/Milestone: A contract with the highest ranked firm will be recommended to the School Board for approval.

OIG Contract/Procurement Activities
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Project: Attend Construction Oversight & Review Committee Meeting (CORC)

Completed By: Robert Bliss

Date: 11/11/2021

Activity Type: School Board Advisory Committee Meeting

Activity #: 22-AC-6

Status: Completed

Department/Office: Facilities Management

District Employee POC: David Dolan, Deputy Chief of Facilities Management

Meetings Attended: In-Person Virtual Telephonic Recording

Agenda Attached: Yes No N/A

Synopsis: The CORC is advisory to the School Board and assists the Board by oversight of, and making recommendations concerning, the work to build quality schools on time and within budget. Part of CORC's responsibility includes the selection process for architects, engineers, and contractors, project budget/cost monitoring, and change order review.

Goal of the Review/Monitoring: As part of the OIG's contract review responsibilities, we regularly attend monthly CORC meetings to observe discussions regarding construction related contracts, and to identify risk areas for potential future OIG reviews.

Potential Risks Identified:

- (1) Allowing contractors to perform change order work prior to receiving required approvals.
- (2) Accuracy of contractor Overhead and Profit calculations/billings.

Commendations Identified: N/A

Recommendations/Observations: N/A

Next Step/Milestone:

- (1) Consider reviewing change orders to determine if proper approvals were obtained prior to commencing work.
- (2) Consider reviewing Overhead and Profit calculations.
- (3) Attend the next monthly CORC meeting scheduled for December 9, 2021.

OIG Contract/Procurement Activities
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Project: Attend Construction Oversight & Review Committee Meeting (CORC)

Completed By: Robert Bliss

Date: 12/9/2021

Activity Type: School Board Advisory Committee Meeting **Activity #:** 22-AC-7

Status: Completed

Department/Office: Facilities Management

District Employee POC: David Dolan, Deputy Chief of Facilities Management

Meetings Attended: In-Person Virtual Telephonic Recording

Agenda Attached: Yes No N/A

Synopsis: The CORC is advisory to the School Board and assists the Board by oversight of, and making recommendations concerning, the work to build quality schools on time and within budget. Part of CORC's responsibility includes the selection process for architects, engineers, and contractors, project budget/cost monitoring, and change order review.

Goal of the Review/Monitoring: As part of the OIG's contract review responsibilities, we regularly attend monthly CORC meetings to observe discussions regarding construction related contracts, and to identify risk areas for potential future OIG reviews.

Potential Risks Identified: None

Commendations Identified: N/A

Recommendations/Observations: N/A

Next Step/Milestone: Attend the next CORC meeting scheduled for January 13, 2022.

OIG Contract/Procurement Activities
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Project: Contract Review: Verde Elementary School - Modernization

Completed By: Aida Smith

Scope of Review: 6/20/2018 **To:** 6/30/2021

Activity Type: Contract Review

Activity #: 21-R-3

Status: Completed

Department/Office: Facilities Management Department

District Employee POC: David Dolan, Deputy Chief of Facilities Management

Estimated Contract Value: \$36,000,000

Synopsis of the Contract: On June 20, 2018, the School District contracted with Moss and Associates, LLC. to construct a 140,000 gross square foot, 1,500 student station, and K-8 school to replace the existing facility in Boca Raton (RFP 18C-009R).

Goal of the Review: As part of the OIG's contract oversight responsibilities, we reviewed the District's contract with Moss and Associates to determine the extent of compliance with selected contract terms and conditions, including (1) whether payments were appropriate and properly approved, and (2) whether deliverables were received.

Issues/Concerns Identified:

1. Competitive bidding requirements may not have been met for the off-site Holding School.
2. Construction Manager apparently overbilled the District approximately \$73,000 for insurance.
3. Some subcontractor payment applications were not signed or notarized as required.
4. The Construction Manager did not provide "Contractor Furnished Property Logs" as required.

Commendations Identified: The Construction Manager was compliant with selected contract terms and conditions except as noted above.

Recommendations:

- 1a. Enhance processes to allow for more accurate initial estimates of facility needs and costs.
- 1b. Ensure competitive solicitation requirements are followed.

- 2a. Verify the amount the District should have reimbursed the Construction Manager for Subcontractor Default Insurance (SDI) and General Liability Insurance.
- 2b. Strengthen procedures for reviewing the accuracy and appropriateness of amounts contractors bill for insurance.
- 2c. Determine whether it is in the best interest of the School District to require construction managers to purchase SDI Insurance. If so, revise the standard contract language to require

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such insurance. If not, staff should not authorize or approve reimbursement to construction managers who purchase insurance that is not required or needed.

3a. Staff should perform more thorough reviews of payment applications.

3b. Procedures should be enhanced to require receipt of signed and notarized subcontractor payment applications prior to approving payment.

4a. Staff should adhere to written procedures when reviewing payment applications.

4b. The "CM Progress Payment Application Checklist" should be updated to include the "Contractor Furnished Equipment Log".

Next Step/Milestone: Present the draft report to the Audit Committee.

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Project: Review of “Buddy Benches”

Completed By: Aida Smith

Scope of Review: 1/1/2019 **To:** 10/30/2021

Activity Type: Review

Activity #: 22-R-1

Status: In Progress

Department/Office: Facilities Management Department and Purchasing Department

District Employee POC: David Dolan, Deputy Chief of Facilities Management
Darci Garbacz, Director of Purchasing

Estimated Contract Value: N/A

Synopsis of Contract/Agreement: Buddy Benches are part of an anti-bullying campaign to help create “safe spaces” in schools. The benches are sponsored by organizations and are donated. It appears that schools allowed a third party to install “Buddy Benches” on their campuses without any written contract/agreement between the school and the bench provider, installer, and/or sponsoring organization; and without any District-level approval.

Goal of the Review: The primary objective of this review is to determine whether installation of “Buddy Benches” on school grounds was properly approved, and compliant with existing School Board Policies and department procedures.

Issues/Concerns Identified: To be determined.

Commendations Identified: To be determined.

Recommendations: To be determined.

Next Step/Milestone: Complete the Review and communicate results to management.

Attachments to Quarterly Report for December 31, 2021
(Agendas of Meetings Attended)



CONSTRUCTION PURCHASING DEPARTMENT

RFP NO. 22C-018R

DESIGN SERVICES FOR MODERNIZATION –

WYNNEBROOK ELEMENTARY SCHOOL

PHASE II EVALUATION COMMITTEE MEETING

PRESENTATIONS

AGENDA

OCTOBER 5, 2021

9:00 A.M.

NCSC

1st Floor Conference Room

- Call to Order
- Record Public Attendance
- Confirm Presence of Quorum - Committee Members
- Instructions to Committee
- Presentations
 - SONG + ASSOCIATES, INC. – 9:00 A.M. – 9:30 A.M.
 - PGAL, INC. – 9:40 A.M. – 10:10 A.M.
 - HARVARD JOLLY, INC. – 10:20 A.M. – 10:50 A.M.
- Tabulation of Scoring from Committee Members
- Announce Selected Firms
- Adjournment



CONSTRUCTION PURCHASING DEPARTMENT

RFP NO. 22C-025E

DESIGN SERVICES FOR

MODERNIZATION AT

PINE GROVE ELEMENTARY SCHOOL

**PHASE II
EVALUATION COMMITTEE MEETING**

PRESENTATIONS

AGENDA

OCTOBER 7, 2021

9:00 A.M.

NCSC

1st Floor Conference Room

- Call to Order
- Record Public Attendance
- Confirm Presence of Quorum - Committee Members
- Instructions to Committee
- Presentations
 - **ZYSCOVICH, INC.** - 9:00 AM - 9:30 AM
 - **SONG & ASSOCIATES, INC.** - 9:40 AM - 10:10 AM
 - **PGAL, INC.** - 10:20 AM - 10:50 AM
- Tabulation of Scoring from Committee Members
- Announce Selected Firms
- Adjournment



CONSTRUCTION OVERSIGHT & REVIEW COMMITTEE



AGENDA SEPTEMBER 15/OCTOBER 14, 2021
9:00am to 11:30AM
North County Support Center

Item #	Item/Issue	Presenter	Objective
1.00	Call to Order/Attendance	Porter	Call to Order/Attendance
	Attendance		
	Chairman's Report	Porter	Opening announcements by the Chair. Approve agenda.
	Conflict of Interest Statements/ Lobbyist discussion disclosures		Conflict of Interest statements to be presented and read into the minutes
	CORC Report	Doctor	Report to Board
	Staff Updates		
2.00	Public Comments	Porter	
3.00	Board Agenda Items		
	Consent Agenda	Porter	Identify relevant Board agenda items to pull for discussion.
	Facilities Construction	Dolan/Staff	Review item (s) pulled for discussion
	Purchasing Construction	Garbacz/Moon	Review item (s) pulled for discussion
4.00	Discussion Items - Set		
	In-progress FCA Work Update	Dolan / Staff	Photos and Data on In-Progress Work.
	Follow Up	Kunard	Follow up No Report this month
5.00	Discussion Items – Updates/New		
5.01	Errors and Omissions	Kunard	Errors and Omission Record
5.02	Board Report Waiver	Kunard	Board report – Waiver for Chair limits
5.03	Citrus Cove	Kunard	Presentation on Citrus Cove Core expansion
6.01	Approval of Minutes	Porter	Approve minutes of previous meeting(s).
7.00	Review and Set Agenda	Porter	Review key decisions and commitments and set agenda for next meeting.
8.00	Adjourn	Porter	Close
9.00	Meeting Documents/Policies		Meeting Handouts – Items/Policies relevant to meeting agenda.
10.00	Links		See web agenda
11.00	Audio		Added after meeting



CONSTRUCTION PURCHASING DEPARTMENT

RFP NO. 22C-026E

CM @ RISK SERVICES FOR

MODERNIZATION AT

PINE GROVE ELEMENTARY SCHOOL

PHASE I

EVALUATION COMMITTEE MEETING

AGENDA

OCTOBER 19, 2021

9:00 A.M.

NCSC

**1st Floor Conference
Room**

- Call to Order
- Record Public Attendance
- Confirm Presence of Quorum - Committee Members
- Instructions to Committee
- Discussion of Proposals
- Tabulation of Scoring from Committee Members
- Announce Selected Firms
- Adjournment



CONSTRUCTION PURCHASING DEPARTMENT

RFP NO. 22C-026E

CM @ RISK SERVICES FOR

MODERNIZATION AT

PINE GROVE ELEMENTARY SCHOOL

**PHASE II
EVALUATION COMMITTEE MEETING**

PRESENTATIONS

AGENDA

NOVEMBER 2, 2021

9:00 A.M.

NCSC

1st Floor Conference Room

- Call to Order
- Record Public Attendance
- Confirm Presence of Quorum - Committee Members
- Instructions to Committee
- Presentations
 - **PIRTLE CONSTRUCTION COMPANY** - 9:00 AM - 9:40 AM
 - **KAUFMAN LYNN CONSTRUCTION, INC.** - 9:50 AM - 10:30 AM
 - **THE WEITZ COMPANY, LLC** - 10:40 AM - 11:20 AM
- Tabulation of Scoring from Committee Members
- Announce Selected Firms
- Adjournment



CONSTRUCTION PURCHASING DEPARTMENT

RFP NO.: 22C-027S

DESIGN SERVICES FOR WEST RIVIERA ELEMENTARY SCHOOL MODERNIZATION

PROJECT NO.: 1401-7390

PHASE II EVALUATION COMMITTEE MEETING

PRESENTATIONS

AGENDA

NOVEMBER 10, 2021

9:45 A.M.

NCSC

1ST FLOOR CONFERENCE ROOM

- **Call to Order**
- **Record Public Attendance**
- **Confirm Presence of Quorum - Committee Members**
- **Instructions to Committee**
- **Presentations:**
 - SONG & ASSOCIATES, INC. 9:50 A.M. – 10:30 A.M.**
 - ZYSCOVICH, INC. 10:40 A.M. – 11:20 A.M.**
- **Tabulation of Scoring from Committee Members**
- **Announce Selected Firm**
- **Adjournment**



CONSTRUCTION OVERSIGHT & REVIEW COMMITTEE



AGENDA NOVEMBER, 11 2021

9:00am to 11:30AM
North County Support Center

Item #	Item/Issue	Presenter	Objective
1.00	Call to Order/Attendance	Porter	Call to Order/Attendance
	Attendance		
	Chairman's Report	Porter	Opening announcements by the Chair. Approve agenda.
	Conflict of Interest Statements/ Lobbyist discussion disclosures		Conflict of Interest statements to be presented and read into the minutes
	CORC Report	Doctor	Report to Board
	Staff Updates		
2.00	Public Comments	Porter	
3.00	Board Agenda Items		
	Consent Agenda	Porter	Identify relevant Board agenda items to pull for discussion.
	Facilities Construction	Dolan/Staff	Review item (s) pulled for discussion
	Purchasing Construction	Garbacz/Moon	Review item (s) pulled for discussion
4.00	Discussion Items - Set		
	In-progress FCA Work Update	Dolan / Staff	Photos and Data on In-Progress Work.
	Follow Up	Kunard	Follow up No Report this month
5.00	Discussion Items – Updates/New		
5.01	17-PP Sunset Palm MS	Dolan	Presentation on 17-PP Sunset Palm MS
6.01	Approval of Minutes	Porter	Approve minutes of previous meeting(s).
7.00	Review and Set Agenda	Porter	Review key decisions and commitments and set agenda for next meeting.
8.00	Adjourn	Porter	Close
9.00	Meeting Documents/Policies		Meeting Handouts – Items/Policies relevant to meeting agenda.
10.00	Links		See web agenda
11.00	Audio		Added after meeting



CONSTRUCTION OVERSIGHT & REVIEW COMMITTEE



AGENDA DECEMBER 9, 2021

9:00am to 11:30AM
North County Support Center

Item #	Item/Issue	Presenter	Objective
1.00	Call to Order/Attendance	Porter	Call to Order/Attendance
	Attendance		
	Chairman's Report	Porter	Opening announcements by the Chair. Approve agenda.
	Conflict of Interest Statements/ Lobbyist discussion disclosures		Conflict of Interest statements to be presented and read into the minutes
	CORC Report	Doctor	Report to Board
	Staff Updates		
2.00	Public Comments	Porter	
3.00	Board Agenda Items		
	Consent Agenda	Porter	Identify relevant Board agenda items to pull for discussion.
	Facilities Construction	Dolan/Staff	Review item (s) pulled for discussion
	Purchasing Construction	Garbacz/Moon	Review item (s) pulled for discussion
4.00	Discussion Items - Set		
	In-progress FCA Work Update	Dolan / Staff	Photos and Data on In-Progress Work. No Report this month
	Follow Up	Kunard	Follow up No Report this month
5.00	Discussion Items – Updates/New		
6.01	Approval of Minutes	Porter	Approve minutes of previous meeting(s).
7.00	Review and Set Agenda	Porter	Review key decisions and commitments and set agenda for next meeting.
8.00	Adjourn	Porter	Close
9.00	Meeting Documents/Policies		Meeting Handouts – Items/Policies relevant to meeting agenda.
10.00	Links		See web agenda
11.00	Audio		Added after meeting