

Meeting Minutes MRC Oversight Committee – Root Cause Analysis



Date:

03/09/2023



Start: 1:05 PM



End: 1:50 PM

I. CALL TO ORDER

II. INTRODUCTIONS

Attendance

Community Members: Cheryl Grover, Benjamin Therriault, Pedro Babiak, Tony Semenza, Kent Hull (Absent: Deirdre Castillo)

City of Martinez: Lauren Sugayan

City of Benicia: Josh Chadwick

Contra Costa Hazmat: Nicole Heath, Michael Dossey, Sam Calvert

MRC: Ken Axe

MRC USW Rep: Nick Plurkowski

CCH chair introduced new community member added to the Oversight Committee, Kent Hull

III. APPROVAL OF MINUTES FROM LAST MEETING

- a. CCH Chair suggested changing approval process so that it does not occur within the next meeting, but rather before the meeting so that they can be posted and approved in a more timely manner
 - i. Committee voted against this proposal, committee to continue the approval process within the next meeting
- b. Meeting minutes from 02/16/23 meeting were approved

IV. OPEN ISSUES

- a. Update on consultants who received Request for Proposal
 - i. Risk Management Professionals declined to submit proposal, but informed CCH that they sent out the proposal to three other consulting companies

V. NEW BUSINESS

- a. Review rubric developed by CCH for scoring consultant proposals
 - i. Comments/Suggestions:
 1. Committee members requested to make the scoring for each different category equally weighted, the rubric will be adjusted to reflect this change
- b. Review rubric developed for scoring consultant interviews
 - i. Comments/Suggestions:
 1. Committee members requested to make scoring for each different category equally weighted, the rubric will be adjusted to reflect this change
 2. Committee members discussed issues of having different questions for each consultant and instead requested a draft list of questions be developed to make the interviews easier to score and more objective. CCH will develop a list of draft questions to review in 3/13/23 meeting
- c. Committee members requested that an open discussion period be included on future meetings. This will be included on future meetings

VI. ADJOURNMENT

- a. Meeting was adjourned at 1:50 PM