

DESIGNER SELECTION BOARD SUB-COMMITTEE TASK FORCE FOR AUTOCENE

AUTOCENE SUB-COMMITTEE TASK FORCE MINUTES, TUESDAY JUNE 9, 2020 AT 2:00 PM, VIA ZOOM.

SUB-COMMITTEE MEMBERS:

Alan Ricks, AIA	Registered Architect
Elise F. Woodward, AIA	Registered Architect
David A. Chappell, P.E.	Registered Engineer
Janice M. Bergeron	Public Member

DSB STAFF:

Bill Perkins	DSB Executive Director
Claire G. Hester	DSB Program Coordinator III
Roberto Melendez	DSB Program Coordinator I

OTHERS:

Penny Foussekis	Autocene
Vikram Jalalpuram	Autocene
Janet Nolan	Gale
Justine Kubo	ICON
Marisa Sullivan	Studio G Architects
Keith Campbell	Next Phase Studio
Laurene Demoy	Studio G Architects
Abbie Goodman	The Engineering Center

Vikram and Penny led a discussion in Autocene v2 and solicited comments on each section. Bill Perkins, Roberto Melendez, Claire Hester and others present all made comments on the progress.

Submit Voting – Board Member Role - Remove the use of paper ballot and record the tally of votes electronically to store for public record

Printing & Sharing – All Roles Printable version feature does not show checkboxes or radio buttons. These elements show as a broken image when trying to print for reporting purposes.

Firm Comment Templates – DSB/DCAMM Roles Automation of the “DSB Application Review” paper-trail, which will have an approval state similar to Submit References. This will allow DCAMM to enter comments electronically in a standard format which will be immediately available to audience and intended board members instead of emailing comments.

Content Management Submission – DSB Role Feeds into the Content Management System. Ability to submit all miscellaneous documents in the database for storage (ex. Approval Letters, Online Applications/Disclosures will be moved to paperless).

Content Management System – DSB Role Applications, PDF documents, etc. that is fully searchable and viewable. Currently the searchability is not comprehensive in that some functions are not available to all users.

Generate Letters – DSB Role Ability to automatically generate letters (Selection, Disqualified, Rejection) on a standard letter format and send out to recipients and other stakeholders.

Project Status and Annual Report – DSB Role Ability to create an annual/quarterly report similar to current reports; AMP reporting.

Certrak Electronic Link – Autocene Role Excel document to be uploaded by SDO staff every month to verify the certifications. Establishes direct connection between Autocene and SDO’s Certrak system for daily updates in diversity certifications.

Massport – Possible changes to Evaluation Questions

No Quorum for the 2nd Full Board Meeting to discuss the Autocene Sub-Committee. We can discuss it at the Full Board Meeting on June 10, 2020.

The next Autocene Sub-Committee meeting will meet in two weeks.

Submitted by: *Claire G. Hester*

Motion to approve the Sub-Committee Minutes of June 9, 2020: David Chappell
Seconded motion: Elise Woodward. Motion was approved.