DESIGNER SELECTION BOARD SUB-COMMITTEE TASK FORCE FOR AUTOCENE

AUTOCENE SUB-COMMITTEE TASK FORCE MINUTES, TUESDAY MAY 12, 2020 AT 2:00 PM, VIA ZOOM.

On a motion to approve the Sub-Committee Task Force Minutes of Tuesday May 12, 2020 by Elise Woodward, seconded by Janice Bergeron. Motion was approved.

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
Abbie Goodman	The Engineering Center

Vikram and Penny led a discussion of the current thinking in Autocene v2 and solicited comments on each section. Bill Perkins, Roberto Melendez, Claire Hester and others present all made comments on the progress and suggestions for changes. There are some items that the subcommittee wants to discuss with the full board.

Project Application Document Generator – DSB Staff Role

Providing designers the ability to generate their own application by attaching evaluations and references.

The sub-committee recommended that the firm select their own references and limit the references to 5 most relevant within the last 5 years to be shown in the application. This role would be given to the Prime Firm and not DSB Staff.

Privacy Functionality – Design Community Options Role

Allows firms hide/share their info on registration, evaluations, references and applications to other firms.

The default is set to share for now. The whole Board should discuss this functionality.

Submit Voting – Board Member Role

Remove the use of paper ballot and record the tally of votes electronically to store for public vote.

The whole Board should be debriefed on the voting process (weighted voting option).

Firm Comment Templates – DSB/DCAMM Role

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 member instead of emailing comments.

DCAMM would like to get away from using Qualified vs Responsive. Board members will have access immediately, firms/public will not be able to view these comments until after the Board voted on a project.

Evaluation sub-committee propose refined language on how strong the application was and targeted to the project criteria. It should state the "team" has the required experience and not the "firm".   This will be discussed on May 20, 2020 with DCAMM.

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

A central repository of all information (Firms, Projects, 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.

Will be instantly available to all user agencies. Public will have to submit a Public Record Request to the DSB for this information. Should we have limits on to how long this information should be available on the system. We will have to maintain the DSB information for six years.

Generate letters – DSB Staff Role

Ability to automatically generate letters (Selections, Disqualified, Rejection) on a standard letter format and send out to recipients and other stakeholders.

Printing & Sharing – All Role

Printable version feature does not show checkboxes or radio buttons. These elements show as a broken image when trying to print for reporting purposes. In order for Printable View to be viable on any screen, read-only reporting views will be changed to remove the applicable checkboxes/radio buttons.

Registration for Firms

Janice Bergeron was registering her firm into Autocene and was having some difficulties. She received a one-line email from Autocene and thought that it was spam and didn't respond.

Abbie Goodman also mentioned this issue. She suggested that the DSB Staff take a look at the auto-replies and make it look official, so that firms do not get deterred from registering their firms.

Submitted by: *Claire G. Hester*

On a motion to approve the Sub-Committee Task Force Minutes of Tuesday May 12, 2020 by Elise Woodward, seconded by Janice Bergeron. Motion was approved.